Members' Manual

Members' Compensation, Expenses and Constituency Administration

June 2017

House of Assembly
Nova Scotia

Members' Manual

Members' Compensation, Expenses and Constituency Administration

Edited by
Deborah Lusby

House of Assembly
Nova Scotia

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Introduction

This manual has been prepared for the use of the Members of the House of Assembly of Nova Scotia.

The *Members' Manual: Members' Compensation, Expenses and Constituency Administration* includes information on policies dealing with members' compensation and allowances and the management of their constituency offices.

We hope that all Members will find this information useful and we welcome your comments.

Please direct your comments to

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Expenses and Constituency Administration
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Members Only Site

This manual is not available in print and is only available from the Members Only Site and from the Legislature website under the House of Assembly Management Commission.

The Members Only Site is a great resource for relevant forms, information, helpful manuals, and where Members' expenses are posted for your review prior to them being posted publicly.

http://nslegislature.ca/index.php/login
Please contact your caucus office or the Speaker's Administration Office for the login and password.

MLA Expense reports:

Monthly Summary, Detailed and Reimbursement reports and Six Month Summaries.

These are usually posted to the Members Only Site by the 10th of each month for a few days for MLA review prior to the detailed expenses being posted publicly on the legislature website. An email is always sent advising you when they are ready for review.

MLA Store:

The MLA Store has items available for order by MLAs from the House of Assembly Operations. If the item is not a gift, the cost can be charged directly to your constituency order number.

Forms:

The MLA expense claim forms, payroll and personnel forms, recurring payment authorization forms, asset addition and disposal forms, etc are all available from this site. Please always get your forms online to ensure you have the most up to date version.

Forms

Monthly MLA Expense Claims - Key Submission Dates

Living Allowance Expense Claims

Constituency Expense Claims

Travel Log Related to Constituency Travel

Travel Log Related to Other Travel and Per Diems

Constituency Assistant Travel Expense Log

Leader's Expense Claim

MLA Recurring Payment Authorization (for us to pay your office and apartment rents)

MLA Assest/Inventory Addition

MLA Assest/Inventory Disposal

Constituency Office Barrier-free Compliance Plan

Nova Scotia Building Accessibility Checklist

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Application for Constituency Office Insurance

Personnel and Payroll Forms for MLAs and Staff

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TD1 NS (Provincial tax)

Payroll Direct Deposit

Finance Direct Deposit

Employee Health and Dental Plan Booklet

Application for Group Health Benefits

Employee Group Life Insurance Coverage (non-bargaining unit)

Employee Optional Group Life Insurance Application (non-bargaining unit)

Life Insurance Designation

Personnel Information Sheet

MLA Casual Payroll Authorization

About your Pay (for Contract CA)

CA Absentee Reports

Hourly Pay Time Sheets - Casual Staff

Cut Off Dates for Payroll Submission

Payroll Cut Off Calendar

ESS Password Reset Guide

Director's Communications:

Important memos, procedures and other communications sent by email from the Director of Administration are posted here for your easy reference.

Manuals, Regulations, Acts:

There are links to the following…

- The MLA Elections Manual (MLA Information Manual – General Election Call)
- The Members' Manual (Members Compensation, Expenses and Constituency Administration Manual)
- House of Assembly Management Commission Act
- House of Assembly Management Commission Annotated Regulations (most recent)
- NS House of Assembly Policy on the Prevention and Resolution of Harassment in the Workplace

1.0 Members' Compensation and Benefits

1.1 Salary

The *House of Assembly Act* requires that sixty days after each general election, the Speaker appoint a Commission of Inquiry to review remuneration for elected provincial officials, and the recommendations of the Commissioners are binding. Normally each January 1st the annual indemnity and salaries shall be increased by the percentage increase in salary provided to civil servants for the current fiscal year.

1.2 Payroll Information

The basic annual indemnity (pay) for an MLA effective January 1, 2013 is $89,234.90. There has been no increase effective January 1, 2014, 2015, 2016 or 2017. An additional indemnity may be paid, depending on positions held. These amounts are fully taxable. Pay is allocated bi-weekly by direct deposit to your financial institution.

Under provision of the *House of Assembly Act* a Member who serves for any part of a month is entitled to be paid for the entire month.

Payments for Committee Chairs or Vice Chairs are made at the end of each six month period of work, as long as the committees met. These payments are made to committee members at six month intervals on September 30 for the period April 1-September 30 and March 31 for the period October 1 – March 31.

Payments for House Leaders, Whips and Caucus Chairs are made at the beginning of each six month period of work. These payments are made at six month intervals on April 1 for the period April 1- September 30 and October 1 for the period October 1- March 31.

1.3 MLA Compensation and Allowances

Compensation	Compensation(1)	Receiptable Allowances (based on position)
MLA Indemnity		
* Paid bi-weekly in 26 equal instalments	$ 89,234.90	
Additional Indemnity:		
Premier	$ 112,791.20	
Speaker	$ 49,046.51	
Minister with Portfolio	$ 49,046.51	
Minister without Portfolio	$ 49,046.51	
Leader of the Opposition	$ 49,046.51	$ 42,024.00
Deputy Speaker	$ 24,523.25	$ 4,202.00
Leader of a Recognized Opposition Party	$ 24,523.25	$ 42,024.00
* Paid bi-weekly in 26 equal instalments		
Committee Payments(2):		
Chair of Public Accounts Committee (excl the Speaker or Exec Council member)	$ 3,152.00	
Chair of all other Committees of the House (excl the Speaker or Exec Council member)	$ 2,101.00	
Vice-Chairs of all other Committees of the House	$ 525.00	
House Leader	$ 10,506.00	
Deputy House Leader	$ 5,253.00	
House Leader of the Official opposition	$ 10,506.00	
Deputy House Leader of the Official opposition	$ 5,253.00	
House Leader of a recognized party	$ 10,506.00	
Deputy House Leader of a recognized party	$ 5,253.00	
Whip of each recognized party	$ 5,253.00	
Caucus Chair of each recognized party	$ 10,506.00	

(1) Effective January 1, 2013

(2) Payments effective April 1, 2012

Receiptable Allowances for All	Monthly	Annual
Constituency Office Expenses	$ 4,282.00	$ 51,384.00
Annual Additional Constituency Allowance (amount depends on constituency)		$ 14,059–$ 18,558
Outside Member Living Allowance	$ 1,499.00	$ 17,988.00
Outside Minister Living Allowance	$ 1,700.00	$ 20,400.00

1.4 Payroll Forms

The following payroll documentation is required to be completed by the Member and submitted to the Office of the Speaker. These forms are available from the Members Only Site.

- Completed TD 1 NS Form
- Completed TD 1 Form
- Direct Deposit Form for payroll (with void cheque)
- Direct Deposit Authorization for Electronic Funds Transfer (EFT) with void cheque. This form is submitted to the Department of Finance in order to reimburse the Member for expenses.
- Application for Group Health Benefits (Blue Cross)
- Optional Group Life Insurance Application (to be sent to member from Benefits,PSC)
- Life Insurance Designation Form
- Photocopy of your Birth Certificate
- Photocopy of your Social Insurance Number

NOVA SCOTIA NOUVELLE-ÉCOSSE

2017 Nova Scotia Personal Tax Credits Return

Protected B when completed

TD1NS

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number

Address	Postal code	**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Nova Scotia and every pensioner residing in Nova Scotia can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2.	**8,481**
2. Age amount – If you will be 65 or older on December 31, 2017, and your net income from all sources will be $30,828 or less, enter $4,141. If your net income for the year will be between $30,828 and $58,435 and you want to calculate a partial claim, get Form TD1NS-WS, *Worksheet for the 2017 Nova Scotia Personal Tax Credits Return*, and fill in the appropriate section.	
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $1,173, or your estimated annual pension income, whichever is less.	
4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $200 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $60 for each month that you will be enrolled part time.	
5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $7,341.	
6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and his or her net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $13,677 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $4,898. If the dependant's net income for the year will be between $13,677 and $18,575 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $5,683 or less, enter $2,798. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between $5,683 and $8,481 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.	
11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.	
12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	

TD1NS E (17) (Vous pouvez obtenir ce formulaire en français à arc.gc.ca/formulaires ou en composant le **1-800-959-7775.**) Page 1 of 2

Canada

Filling out Form TD1NS

Fill out this form **only** if you are an employee working in Nova Scotia or a pensioner residing in Nova Scotia and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NS, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NS for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NS, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to cra.gc.ca/forms or call **1-800-959-5525**.

Personal information is collected under the *Income Tax Act* and to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________________ Date ______________

It is a serious offence to make a false return.

Canada Revenue Agency | Agence du revenu du Canada

Protected B when completed

TD1

2017 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

NEW – The sections "Canada caregiver amount for spouse or common-law partner or eligible dependant" and "Canada caregiver amount for dependant(s) age 18 or older" include changes proposed in the 2017 federal budget and replace the previous sections "Caregiver amount" and "Amount for infirm dependants age 18 or older." For more information, go to **cra-arc.gc.ca/gncy/bdgt/2017/menu-eng.html**.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address, including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.	**11,635**
2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim $2,150 for each infirm child born in 2000 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.	
3. Age amount – If you will be 65 or older on December 31, 2017, and your net income for the year from all sources will be $36,430 or less, enter $7,225. If your net income for the year will be between $36,430 and $84,597 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2017 Personal Tax Credits Return*, and fill in the appropriate section.	
4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $2,000 or your estimated annual pension income, whichever is less.	
5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $8,113.	
7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm**), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm**, go to line 9.	
8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm and is age 18 or older**, go to line 9.	
9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be $23,046 or less, get Form TD1-WS and fill in the appropriate section.	
10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under $13,785**) whose net income for the year will be $16,163 or less, enter $6,883. If his or her net income for the year will be between $16,163 and $23,046 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.	
11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.	
12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition amount** on his or her income tax return, enter the unused amount.	
13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.	

TD1 E (04/2017) (Ce formulaire est disponible en français.) Page 1 of 2 Canada

Filling out Form TD1

Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2017?

☐ Yes (Fill out the previous page.)

☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than $11,635, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is $11,635), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2017, you may be able to claim the child amount on Form TD1SK, *2017 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2017, you can claim:

- $11.00 for each day that you live in the prescribed northern zone; or
- $22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

$ ____________

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.
For more information, go to **cra.gc.ca/northernresidents**.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

$ ____________

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html**, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________________ Date ______________
It is a serious offence to make a false return. YYYY/MM/DD

Province of Nova Scotia
Department of Finance

Payroll Services Division
P.O. Box 187, Halifax, Nova Scotia B3J 2N3

Payroll
Direct Deposit Enrollment Form

Note: All information will be treated as private and confidential.

Instructions: Please have your bank complete and verify the information requested in the banking section before returning this form to your Personnel Office.

The Payroll Services Division of the Department of Finance must be immediately advised in writing of any change in your home address, bank, branch, or account number. Failure to advise us of these changes will result in incorrect transfer payments. (Please forward this information to your Personnel Office.)

Employee Authorization Section: I hereby authorize the Payroll Services Division of the Department of Finance to use the Direct Deposit System in respect of my bi-weekly salary cheque

Employee Signature   Date

Employee Personnel Information:

To be completed by the Department

Employee=s Name (Surname, Given Name, Initials)	
Employee Org.	Identification Number
Department - Division - Sub Code	
Employee=s Social Insurance Number	

Banking Section:

To be completed by the bank.

Bank Financial Institution Branch	
Branch Address	
Province	Postal Code
Account Holder=s Name	

Direct Payment Routing Number

Branch No   Inst No

Authorised Branch Signature   Date

NOVA SCOTIA
Finance

Canadian Banking

Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Use this form to

◯ Start direct deposit payments **or** ◯ Change information previously submitted.

Effective date: YYYY / MM / DD

Contact information

Vendor number (if known):

Name of company or person to receive payment:

Street Address:

Contact person: Phone:

Title or position: Fax:

Confirmation of Deposits

Your statement of account from your bank will show payments from The Province of Nova Scotia.
If you give us your e-mail address, we will send you e-mail confirmation whenever we deposit a payment to your account.

E-mail address for confirmation of deposit:

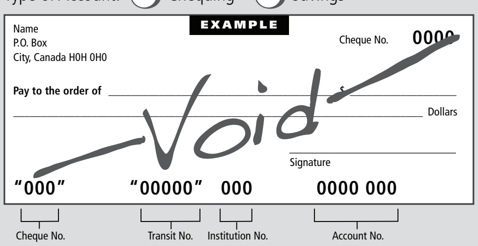
OR

◯ I do not wish to receive confirmation.

Bank Account Information for Deposits

Please attach a blank cheque with your bank information on it. **Write void** across the front.

Type of Account: ◯ Chequing ◯ Savings



or

For accounts without cheques, have your bank complete the following:

Type of Account: ◯ Chequing ◯ Savings

Name of bank or other financial institution:

Address of branch where account is held:

Transit No.: Institution No.:

Account No.:

Teller Stamp:

Authorize Electronic Funds Payments

I authorize the Department of Finance to deposit, by electronic fund transfer, payments owed to me by the Province of Nova Scotia and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. The department will deposit the payments in the banking account designated above. I recognize that if I give incomplete or inaccurate information on this form, payments may be made to the wrong account.

Authorized signature:

Printed name:

Title:

Date:

Fax or mail completed form and voided cheque to

Attention: Vendor Master **Fax number:** (902) 424-8601

Mailing address:
Department of Finance, 5th Floor, Government Accounting
PO Box 187, Halifax, Nova Scotia, Canada B3J 2N3

Questions?

Call (902) 424-5998 or e-mail remittance@gov.ns.ca

REVISED FEB, 2010

Application for Employee Group Health Benefits – Province of Nova Scotia

NOVA SCOTIA
Public Service Commission

Instructions: Please complete all fields and sign. Coverage is mandatory until employee provides proof of alternate coverage.

Return to: Nova Scotia Public Service Commission, Benefits, P.O. Box 943, Halifax, NS B3J 2V9 **or** fax to (902) 424-0756.

Section 1: Employee Information

Coverage Applied for:	Single		Family			Employee ID #:

Last Name	First Name	Initial	
Address	City/Town	Province	Postal Code
Telephone Number	Date of Birth (DD/MM/YY)		Gender (M/F)

Section 2: Family Information

ELIGIBLE SPOUSE

Last Name	First Name	Initial
If common-law, effective date of cohabitation (DD/MM/YY)	Date of Birth (DD/MM/YY)	Gender (M/F)

ELIGIBLE DEPENDENT CHILDREN

Last Name	First Name	Initial	Gender (M/F)	Date of Birth DD	MM	YY	Dependent Status (*) if applicable

(*) Dependent Status:
Student - If dependent child is over age 21 and attending an accredited school, college or university an Overage Dependent Form is required
Disabled - if the dependent child is physically or mentally disabled (Medavie Blue Cross approval required)
Grandchild - Required approval by the plan administrator - Proof of fiancial dependence is required for coverage of a grandchild

Section 3: Coordination of Benefits – complete if you or any of your dependents have other coverage under any other insurer.

Name of the Other Insurer	Effective Date of Coverage (DD/MM/YY)
Identification Number/Certificate Number	Policy Number
Name of Cardholder	Date of Birth (DD/MM/YY)

Please indicate **S** for Single or **F** for Family for the applicable benefits.

All:	Hospital:	Extended Health Benefits:	Vision:	Drugs:	Dental:

Section 4: Declaration and Authorization

I certify that all information contained herein is correct and hereby authorize payroll deductions, if required. I authorize Blue Cross to collect, use and disclose my personal information. If applying for benefits for my spouse and/or dependents, I certify that I am authorized to release information concerning my spouse and/or dependents, for the purposes of administering and managing the benefit plan.

Date (DD/MM/YY)	Signature of Employee

FORM-HDEE 2016

Beneficiary Nomination Form – Province of Nova Scotia
71309 Union • 71298 Non-Union

NOVA SCOTIA
Public Service Commission

Instructions: Please complete, sign and date this form. Initial any changes or deletions, but do not use correction fluid. By completing section 2, 3 or 4 all previously nominated beneficiaries and contingent beneficiaries are revoked.
*This form applies to Basic and Employee Optional Life proceeds only. For Spouse Optional Life and Child Optional Life Insurance, the employee is the designated beneficiary

Return to: Nova Scotia Public Service Commission, Benefits, P.O. Box 943, Halifax, NS B3J 2V9 **or** 5th Floor, World Trade Centre

Section 1: Member Information

Last Name:	First Name:	DOB: (DD/MM/YY)	Department:	Member ID Number:

Section 2: Beneficiary Nomination (to be completed by the Member)
If you are nominating a beneficiary who is a minor (19 and under) see **Section 4**. If there are no surviving beneficiaries at the time of my death or if no beneficiaries are nominated, the proceeds shall be paid to my estate.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:

Section 3: Appointing Contingent Beneficiaries
If there are no surviving beneficiaries at the time of my death, I declare that the following contingent beneficiaries shall receive the proceeds. If there are no surviving contingent beneficiaries at the time of my death, the proceeds shall be paid to my estate.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:

Section 4: Trustee Nomination for Minor Beneficiary
Any payments becoming due while the beneficiary(s) is a minor, are to be paid to the following as a trustee, or failing such trustee to the duly appointed guardian of such minor child as trustee. Payment to said trustee will discharge the company.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Contact Phone Number:

Section 5: Authorization
I authorize Sun Life Assurance Company of Canada, its agents and service providers to use and exchange information collected in this form to underwrite, administer and pay claims.

Member's Signature:	**Department:**	**Date:**

Note: Date of birth for beneficiaries is optional information. If provided it would be used to assist in beneficiary identification.

FORM-BEN 2016

Application for Group Life Benefits – Province of Nova Scotia
Members of the Legislative Assembly and Executive Council

NOVA SCOTIA
Public Service Commission

Instructions: Please complete, sign and date this form (2 pages)
Return to: Nova Scotia Public Service Commission, Benefits, PO Box 943, Halifax, NS B3J 2V9
or 5th floor, World Trade Center, 1800 Argyle St, Halifax NS B3J 3N8 or PSCBenefitInquiries@novascotia.ca

Member Information

Last Name	First Name	Date of Birth	ID

Basic Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

If enrolling in Basic Life Insurance**, please complete a Beneficiary Nomination Form**

Please check one of the following options:	
	I want Basic Life Insurance
	I <u>do not want</u> Basic Life Insurance

Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

The beneficiary nominated for your Basic Life will also be the beneficiary for your Optional Life

Please check one of the following options:	
	I want Optional Life Insurance at 1 times Annual Indemnity
	I want Optional Life Insurance at 2 times Annual Indemnity
	I <u>do not want</u> Optional Life Insurance

Additional Optional Life Insurance Policy 71298 (for Members of the Executive Council only)

Please check one of the following options:	
	I want Optional Life Insurance at 1 times Salary
	I want Optional Life Insurance at 2 times Salary
	I <u>do not want</u> Optional Life Insurance

Spouse Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

Please check one of the following options:	
	I want Spouse Optional Life Insurance Amount: ____________________________ (Select units of $10,000 to maximum $250,000) **Spouse Information**: Name (First Last) :____________________________ Date of Birth (DD/MM/YY):_______________ Gender (M/F): ______________________________ Marital Status:_________________________ Date Cohabitation, if Common-Law: _____________
	I <u>do not want</u> Spouse Optional Life Insurance

*Amounts over $50,000 require medical evidence – for amounts over $50,000, the Benefits Unit will send a form to your attention for completion and submission to the insurance provider. Coverage up to $50,000 will become effective on the later of the date of your application or August 1st and any coverage above $50,000 will become effective on the date of confirmed approval from Sun Life.

Application for Group Life Benefits – Province of Nova Scotia
Members of the Legislative Assembly and Executive Council

NOVA SCOTIA
Public Service Commission

Child Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

Please check one of the following options:	
	I want Child Optional Life Insurance* Amount $
	I do not want Child Optional Life Insurance

*select in units of $5,000 to maximum $50,000.
*for grandchildren proof of financial dependence is required prior to signing up for this benefit. If you intend to cover a grandchild, please contact the Benefits Unit. For disabled dependents, please also contact the Benefits Unit for more information.

I am authorized to disclose information about my spouse and dependents in order to enroll them in the plan.
By enrolling in this plan, I authorize the following:

- Sun Life Assurance Company of Canada, Medavie Blue Cross, and its reinsurers to collect, use and disclose relevant information about me, my spouse or child to underwrite, administer, adjudicate claims and make claims payments
- My plan sponsor (The Province of Nova Scotia) to use the information collected in this form for benefits administration and to make any necessary payroll deductions which may be required
- Sun Life Assurance Company of Canada, Medavie Blue Cross and my plan sponsor (The Province of Nova Scotia) to collect, use and disclose information about me, my spouse and dependents necessary for enrolment and for the purposes of continuing administration of the plan

I understand that satisfactory proof of good health may be required for my spouse or child(ren) to become covered or to increase coverage.

I understand that it is my responsibility to ensure that I advise when my dependents no longer meet the definitions of spouse or child as outlined in the contract and that premiums will continue to be deducted from my biweekly pay until I notify the Benefits Unit, Public Service Commission to terminate the coverage.

I declare that the information above is accurate and true. I understand that inaccurate information may invalidate any claim made under the coverage contracted for. A photocopy or electronic version of this authorization is valid as the original

Member's Signature	Date (DD/MM/YY)

1.5 Transition Allowance

Please see section 40 in the House of Assembly Act titled Transition Allowance.
http://nslegislature.ca/legc/statutes/house%20of%20assembly.pdf

A transition allowance is **not** payable to a Member who is or would have been entitled to an immediate retiring allowance (pension) at the moment the member dies, does not re-offer, resigns or is defeated.

This allowance is payable in:

- a lump sum within 30 days of the member ceasing to be a member, or,
- equal amounts over twelve months,

Effective December 15, 2011 the entitled member “shall be paid a transition allowance equal to the product of:

a) one twelfth of the person's number of months of service as a member of the House; and

b) one twelfth of the annual indemnity and allowance for a member at the rate in force immediately before the person ceased to be a member,

c) but in any case not less than twenty-five per cent or greater than one hundred per cent of the annual indemnity and allowance referred to in clause (a) and (b).

Example 1:
A Member making $89,000 and with 15 years of service would get (180 mos. x 1/12 = 15) x (1/12 x $89,000 = $7,416) = $111,240 however clause c) does not entitle a Member to more than the annual indemnity so the transition allowance is $89,000.

Example 2:
A Member making $89,000 and with 4.5 years of service would get (54 mos. x 1/12 = 4.5) x (1/12 x $89,000 = $7,416) = $33,372.

Transition Allowance Payment Options:

- A Member can transfer $2,000 of a transition payment into a Registered Retirement Saving Plan for each year of service (including partial year) up to and including 1995.
- In addition, a Member can transfer the remaining contributions to a Registered Retirement Saving Plan provided that they have sufficient unused contribution room as determined on their Revenue Canada Income Tax Notice of Assessment from their previous year tax return.

- In order to transfer transition allowance funds to a Registered Retirement Saving Plan, a letter from the Member indicating the following is required
  - Name of Financial Institution
  - Address of Financial Institution
  - Name cheque is made payable to
  - Account number of the RRSP Account

If a lump sum payment is requested the payment will be made as soon as the completed paperwork is received and processed. A cheque is prepared by the Department of Finance, delivered to the Director of Administration, who will then have it delivered to the MLA who has ceased to be a Member. If a lump sum payment is chosen the tax rate is 10% up to $5,000.00, 20% for $5000.01 to $15,000.00, and 30% for amounts over $15,000.00.

If monthly payments are chosen, they will be effective the first of the month after the MLA has ceased to be a Member. The first payment will be made as soon as the completed paperwork is received and processed. Subsequent monthly payments will be on the 1st of each month.

A Member can choose to receive a portion paid out and deposit the remaining balance to a RRSP. Consultation with a financial advisor may be required in order to determine the best option for you.

Please contact the Director of Administration to complete the transition allowance form, advise how you want to receive the transition, and provide the information noted above.

1.6 Counselling or Retraining Services

The Counselling and Retraining Allowance is only eligible for those in receipt of the Transition Allowance and not for those immediately eligible for an unreduced pension. The eligible member must apply to the Speaker in writing for approval to obtain counselling or retraining services to a maximum of $7,500.00. The request can be made in advance of an election if they confirm in writing to the Speaker their intention to not re-offer or they can make the request after an election defeat or resignation. The services must be accessed no later than 12 months from the commencement of the payment of the Member's transition allowance. If the Speaker approves the service provider, the invoice is made out to the Speaker on behalf of the retiring MLA, and the payment is made directly to the service provider.

If an MLA is re-elected after having received retirement counselling, career counselling or career retraining services pursuant to the House of Assembly Act, the MLA must immediately reimburse the cost of the services to the Speaker's Office.

Please see section 40A in the House of Assembly Act titled Counseling or Retraining Services. *http://nslegislature.ca/legc/statutes/house%20of%20assembly.pdf*

1.7 MLA Pension

The most up to date and detailed information on the MLA Pension Plan can be obtained from the website. *novascotiapension.ca/mlaplan*.

Effective October 1, 2013, Members contribute 10% of each of the two components of an MLA's remuneration: Members' Indemnity Service (MLA salary) and if applicable Salary Service (Executive Council/Leader/Speaker/Deputy Speaker salary). Contributions are paid for a maximum of 20 years on each service or until they have earned the maximum pension, if earlier. Contributions cease once 20 years of Indemnity service (or the maximum Indemnity accrual, if earlier) has been reached. After the maximum pension contributions are paid, a member's basic salary may increase resulting in an increase in the value of the MLA pension when it goes into pay. The pension payout is based on the best 3 years earnings whether or not the MLA was contributing to the pension plan during those 3 years.

Your pensionable service begins to accrue on the first day of the month in which you are elected to the House of Assembly, regardless of which day of the month the election is held. You are credited with a full year of pensionable service for each twelve calendar months regardless of the number of days the House of Assembly sits. You stop accruing pensionable service on the last day of the last month for which you are paid as a Member of the Legislative Assembly or when the maximum number of years or maximum total accrual is reached, if earlier.

If you resign as an MLA, your last day of pay and earning pensionable service is the last day of the month in which your resignation is effective. If you do not contest an election, or are unsuccessful in an election, your pensionable service ceases on the last day of the month in which the day immediately preceding the election falls. Since October 1, 2013 the maximum pension that can be paid to an MLA is 70% of their average salary in the best 3 years of service as an MLA. A minister or leader can earn the maximum pension of 70% of the average salary in the best 3 years of employment as an MLA PLUS a maximum of 70% of the average of the minister's or leader's salary in the best 3 years of service as a minister or leader. A pension exceeding 70% could be payable only where the percentage attained prior to the October 2013 election exceeded 70%.

Effective November 1, 2013, eligibility to receive an MLA pension requires that a Member serve at least two years as an MLA.

For an MLA elected for the first time in the October 2013 election, a pension benefit is based on the following formula:

- # years of Indemnity service (max 20 years) x 3.5% (accrual rate) x average salary in the best 3 years to a ceiling of 70%.

For Cabinet service and for Leaders a separate calculation is made as follows:

- # years of service as a Cabinet Minister (max 20 years) x 3.5% (accrual rate) x average salary in the best 3 years to a ceiling of 70%.

When an MLA who served as an MLA prior to and was elected again in the October 2013 election, the pension calculation consists of 2 distinct calculations: 1) the calculation for the pre-October 2013 service based on a 5% accrual rate for up to 15 years and to a maximum pension of 75%. (For the members who reached 70% or more prior to the October 2013 election, there is no second calculation) AND 2) the calculation for the post October 2013 service based on a 3.5% accrual rate for up to 20 years minus the years of service before October 2013 for a maximum pension of 70%. (For members who did not reach 70% prior to October 2013 the addition of both calculations cannot in any case exceed 70%.)

Pension payments commence the first month following the last day of the month your resignation is effective or after the transition allowance has all been paid, whichever is later. This means, if you choose to have your transition allowance paid out over a 12 month period, then your pension payments cannot commence until after the last transition allowance payment. Once they commence, the pension payments are made the 3rd last banking day of each month and are direct deposit. An unreduced pension is available at age 55 if the member has at least 2 years of service as an MLA; reduced payable as early as age 50.

If an MLA does not meet the eligibility criteria (i.e. has not served for at least 2 years as an MLA), the Member may apply for a refund of contributions plus interest. The contributions made on the Indemnity and Executive Council salary, if applicable, may be transferred to an RRSP if there is sufficient RRSP room; otherwise they are paid directly to the Member.

Alternatively, you may leave your contributions in the pension plan. Should you become a Member of the Legislative Assembly again at some future time, your previous service would be added to your future service in the calculation of a possible future pension. If you do take a refund and subsequently become a Member again, you may repay your refund plus interest and re-instate your service.

Effective the date of the next General Election, the retiring allowance earned under the MLA Pension Plan by an MLA or a former MLA who participates in and has contributed to the Canada Pension Plan is to be integrated with the pension benefits earned under the Canada Pension Plan and must be calculated as prescribed by the plan regulations.

Similarly, effective the date of the next General Election, a survivor allowance payable under the MLA Pension Plan to a spousal, child or dependent survivor of an MLA or a former MLA who participated in and contributed to the Canada Pension Plan is to be integrated with the pension benefits earned under the Canada Pension Plan and must be calculated as prescribed by the plan regulations.

For greater certainty, the CPP and survivor allowance changes noted above do not apply to retirement allowances and survivor allowances in pay on or before the date of the next General Election.

An MLA who is not exempt from participation in the Canada Pension Plan is deemed to be entitled to commencement of a pension under the Canada Pension Plan at age sixty-five, regardless of whether the MLA applies for and receives a pension under the Canada Pension Plan at that time.

The website *novascotiapension.ca/mlaplan* includes detailed information on:

- Retirement Eligibility
- Canada Pension Plan Benefits
- Survivor Benefits
- Death Before Vesting
- Indexing (Cost of Living Adjustment)
- Contributions

For specific information about your individual entitlement and calculations please contact the Nova Scotia Pension Services Corporation directly at 902-424-5070 or email *pensionsinfo@nspension.ca*.

When you have determined to retire, you must contact the Director of Administration who will commence the paperwork required by the Nova Scotia Pension Services Corporation. A letter will be sent to you outlining the documentation required.

1.8 Life Insurance

The most up to date and detailed information on the Members' Group Life Insurance Plan can be obtained from the website. Select Policy 71298. *http://novascotia.ca/psc/employeeCentre/benefits/*

I refer you to Benefit Schedule for Members (Class C) on page 9-1 and Benefit Schedule for Executive Council (Class D) on page 10-1.

Coverage is not a condition of employment. A Member can decline coverage by making your request in writing.

Members can choose to apply for the Basic Coverage in the following amounts:

Basic coverage:

Class C - Members	$100,000
Class D - Executive Council, Leader of the Opposition, Leader of a Recognized Party, or Speaker of the House	$200,000

Optional coverage: Class C - 1 or 2 times annual indemnity
Class D - 1 or 2 times annual indemnity and/or
1 or 2 times annual salary

For rates visit *novascotia.ca/psc/employeeCentre/benefits*.

Members may also apply for Spouse Optional Life Insurance and/or Child Optional Life Insurance. Spouse Optional Life is available in increments of $10,000 to a maximum of $250,000. Child Optional Life is available in increments of $5,000 to a maximum of $50,000. For rates and additional information visit *novascotia.ca/psc/employeeCentre/benefits.*

This information will be sent to you from Benefits, Nova Scotia Public Service Commission once your appointment paperwork has been processed.

1.9 Health and Dental Coverage

The most up to date and detailed information on the NS Government's Health and Dental Coverage and the rates can be obtained from the website.
novascotia.ca/psc/employeeCentre/benefits/

1.9.1 Enrollment

Medavie Blue Cross is the provider. Eligible Members' coverage will be effective on their date of appointment provided an application is completed, and the application is received by Benefits, PSC. Any delay will result in a delay of the effective date of your coverage. Application forms can be obtained from your Benefits representative or from the Nova Scotia Public Service Commission website at *http://novascotia.ca/psc/employeeCentre/benefits/*.

For any changes in the status of your eligible dependents, marital status, or address please notify Payroll Client Relations. Health/Dental Change Forms are available on the Nova Scotia Public Service Commission website at *http://novascotia.ca/psc/employeeCentre/benefits/*. If you require a duplicate or replacement Medavie Blue Cross identification card, please contact Benefits, PSC.

1.9.2 Who is Eligible?

You are eligible if you are a full-time member. In addition, your dependents are considered eligible, provided they meet the following definition:

- Spouse shall mean a person of the opposite or same sex who is legally married to the Subscriber, or has continuously resided with the Subscriber for not less than one full year having been represented as members of a conjugal relationship (common-law), or who is the subscriber's Domestic Partner, as defined by the Province of Nova Scotia's Vital Statistics Act.
- A stepchild, legally adopted child, grandchild (Medavie Blue Cross requires legal documentation), natural child, of yourself or your spouse (excluding a foster child) who is under 21 years of age, not employed for more than 20 hours a week and dependent upon the subscriber for financial care and support.

- Unmarried children under 25 years of age while they are attending college, university, or other accredited educational institutions as full-time students. An overage dependent form must be completed each school term. An overage dependent form can be obtained by contacting Benefits, PSC or from *http://novascotia.ca/psc/employeeCentre/benefits/*.
- Unmarried, unemployed children 21 years of age or older who are dependent upon the subscriber by reason of a mental or physical disability prior to attaining age 21, and were previously covered under this policy. A Special Dependent Questionnaire can be obtained from *http://novascotia.ca/psc/employeeCentre/benefits/* and forwarded to Benefits Division, Nova Scotia Public Service Commission upon completion, and subject to approval by Medavie Blue Cross.
- Members and their dependents must have Provincial Health Care Coverage in place in order to participate in the Group Health Benefits Plans.

1.9.3 What If My Spouse Also Has Coverage (Co-ordination of Benefits)

Canadian insurance companies follow a process called Co-ordination of Benefits (COB) when both partners have family coverage. COB ensures you receive the maximum benefit available from your health/dental policies. Two policies can be combined to give you up to 100 per cent reimbursement of eligible claims. Please notify Benefits, PSC if you or your dependents are also covered by your spouse's plan.

1.9.4 Termination of Coverage

- You may terminate your coverage. Please contact Benefits, PSC and provide them with the information on the alternate coverage. The effective date of the termination will be the date of receipt of the termination request.
- Coverage under this plan will cease 28 days after your employment termination date. You are eligible to convert to an individual health plan with Medavie Blue Cross as long as you contact Medavie Blue Cross within 31 days of your termination date. The coverage and cost are not the same. However, if you contact Medavie Blue Cross within 31 days of your coverage terminating, you will not have to submit medical evidence. For more information call Medavie Blue Cross at 1-800-667-4511.

1.9.5 What Happens to My Coverage at Age 65?

Prescription drug benefits cease at age 65 under this policy because coverage is available through the Nova Scotia Seniors' Pharmacare Program. However coverage for all other health benefits does continue after age 65. If your spouse is under age 65, their eligible prescription drugs are covered by this policy until your spouse reaches age 65.

For more information on the Nova Scotia Seniors' Pharmacare Program, please call 1-800-544-6191.

1.9.6 What happens to My Coverage after Retirement

Coverage under the Province of Nova Scotia Employee Group Health and Dental plan will terminate 28 days after your date of retirement. Upon retirement, if you are receiving the Members' retiring Allowance, you are eligible to participate in the Province of Nova Scotia Retired Employees Health Plan. If you are already a member of the employee health plan, then at retirement, you will automatically be enrolled in the Retired Employees Health Plan. Should coverage not be required, notice in writing should be sent to Benefits, Nova Scotia Public Service Commission. All previous health plan claims history information with Medavie Blue Cross will carry forward to the Retired Employees Health Plan. The Retired Employees Health Plan Book can be accessed through the internet, on the Nova Scotia Public Service Commission website at *novascotia.ca/psc/employeeCentre/benefits* .

1.10 Long Term Disability Plan

The most up to date and detailed information on the Members' Long Term Disability Plan can be provided by contacting the Office of the Speaker.

Your Group Benefit Program is provided by The House of Assembly Management Commission, in partnership with the Manufacturer's Life Insurance Company.

You are eligible for Group Benefits if you are a member under age 65 of Nova Scotia's House of Assembly, with less than 15 years of pensionable service.

The cost of the coverage is shared on a 50/50 basis between the MLA and the government. The MLA portion of the premium is 3.849% x maximum monthly salary $3,500 x 50%. The LTD deduction from the MLA's biweekly pay is 3.849% x $1,615.38 x 50% = $31.02.

Benefits Amount – You are eligible for 70% of monthly earnings, subject to a maximum benefit of $3,500 per month. In order to receive benefits greater than $3,500 per month subject to a maximum of $6,000 per month, there is a requirement for the Member to complete and submit a medical questionnaire for approval by the insurer. Please contact the Office of the Speaker for the form.

Qualifying period - A Member becomes eligible for benefits under the Plan after 182 qualifying days. The qualifying period is a period of continuous and total disability starting with the first day of total disability, which you must complete in order to qualify for disability benefits. You must be receiving regular, ongoing care and treatment from a physician during the Qualifying Period in order for benefits to be payable at the end of the Qualifying Period. Benefits are not payable during the Qualifying period.

Maximum Benefit Period – to age 65.

How to Submit a Claim

Please contact the Office of the Speaker for more information.

1.11 When an MLA Becomes a Minister

- Salary - In addition to the MLA annual indemnity, you will receive the ministerial salary which is $49,046.54 annually ($1,886.40 paid bi-weekly). The ministerial pay becomes effective the first day of the month you are appointed a minister.
- Ministerial Travel Expenses - Expenses incurred in carrying out official duties related to your ministerial department's business are to be recovered from the applicable department. Expense claims should be completed and filed with your Department on behalf of which the expense was incurred. A Corporate Travel Card is available for all Members of the Executive Council. A travel card can be obtained through the Financial Service Division of your Department.
- MLA Related Travel - You are entitled to be paid per diems ($50/day) during sittings of the House of Assembly. If you are an outside member you may submit one commute per week to Halifax under MLA Travel but are not entitled to per diems for commutes or attendance to Halifax (regulation 44).
- Living Allowance - If you are an outside member, the ministerial living allowance increases to $1,700 a month the first of the month you are appointed a minister. .
- Life Insurance - Your basic Group Life Coverage increases from $100,000 to $200,000. You will get a letter from PSC Benefits advising you on this.

1.11.1 When a Minister reverts to an MLA

- The ministerial salary ends the last day of the month you are no longer a Minister.
- If you are an outside member, you can submit up to 3 per diems per week for commutes to Halifax.
- If you are an outside member, the MLA living allowance reverts to $1,499 a month, the month following you ceasing to be a minister.
- Your Basic Group Life Insurance decreases to $100,000. You will get a letter from PSC Benefits advising you on this.

2.0 House of Assembly Management Commission

http://nslegislature.ca/index.php/people/offices/house-of-assembly-management-commission/

On May 11, 2010, the *House of Assembly Management Commission Act* came into effect and created the House of Assembly Management Commission (HAMC). HAMC replaced the Legislature Internal Economy Board (LIEB), which was established under the *Public Service Act*. The new Act states that the commission shall consist of:

- the Speaker;
- the Deputy Speaker;
- the Government House Leader in the House of Assembly;
- two additional members of the Government Caucus in the House of Assembly, of whom only one may be a member of the Executive Council;
- the House Leader in the House of Assembly of the Official Opposition;
- one additional member of the caucus of the Official Opposition, selected by the caucus;
- one member of the caucus of each other recognized party, selected by the caucus; and
- the Chief Clerk, as a non-voting member

2.1 House of Assembly Management Commission Act

http://nslegislature.ca/legc/statutes/house of assembly management commission.pdf

2.2 House of Assembly Management Commission Regulations

http://nslegislature.ca/legc/hoamcreg.pdf

The Regulations get updated frequently with any directives, amendments or clarifications, so please refer to the website and review the annotated version.

2.3 House of Management Commission Regulations - **Summary**

This is an attempt at a short summary of key regulations, however the actual regulations should be reviewed when looking up an issue or if you have a question, and always will be the authority on a matter.

2.3.1 HAMC Regulations Summary

Section	Regulation Description
CLAIMS	
7(1)	Claims must be made in the fiscal year the expense relates to and no later than 90 days after the end of year.
7(2)	Expense has been incurred when goods/services have been received.
7(3)	Claims may not be made later than 6 months after expense incurred and within 90 days after year end (per 7(1)).
8(4)	Late fee charges, interest or over draft charges are not eligible expenses.
RECORD RETENTION	
9(1)	Keep copies of all expenses and claims made
REPORTING	
10(1)	By the 21st of each month the Speakers Office will send a statement of prior month's expenses
11(1)	Twice annually, the Speaker's Office will send a cumulative six month statement for member's review.
DOCUMENTATION	
15(4)	Expenses require an original invoice with the following evidencing payment: a signed receipt, cancelled cheque, credit card statement or bank statement.
15(4A)	Advertising and Communication claims require a copy of the ad or communication piece.
15(6)	Copy of lease (at beginning of lease period) and proof of payment is sufficient for monthly apartment rental payment.
16(2)	Reimbursement to members will be within 7 business days of claim receipt, when possible.
CONSTITUENCY OFFICES (C0)	
18(1)	Reimbursement for office expenses include: rent, utilities, taxes, insurance, security, janitorial and cleaning supplies, non-partisan signage, renovations required for health & safety; and if not included in lease: maintenance, snow removal, sanding, salting, parking.
18(2)	The House of Assembly Management Commission (HAMC) shall engage Internal Services to assess leases and renewal terms. Rental payments are made direct from the province to the lessor.
18(4)	Member may claim expenses for meeting room rentals.
18(6)	A new member may claim maximum $2,550 to start up a new constituency office, in addition to the constituency office allowance ($4,282 monthly).

18(7) Recurring payments: Speaker's Office prefers to make rental payments direct to the landlord and can charge member's constituency office account directly.

19(1) Space should include a private area for member, space for the constituency assistant, a waiting area, public washrooms, a separate meeting room, be physically accessible, on public transit, and rent be at market rate.

BARRIER FREE

19(3) Space must be barrier free per 19A.

19(4) Member will not be reimbursed for space that does not comply with the barrier free requirements per 19A.

19A(1) New Members must comply with barrier free requirements within 12 months of the election.

19A(3) Compliance to barrier free requirements may be waived by the House of Assembly Management Commission (HAMC) if considered technical in nature.

19A(4) Temporary office space may be rented for up to 12 months or on a month to month basis if suitable space is not available or if more time is required to find barrier free space. A compliance plan must be filed with the Speaker's Office.

19A(5) If necessary the compliance plan can be filed for an additional 12 months

19A(6) The compliance plans are public and will be posted on the Legislature website.

LEASE REQUIREMENTS

19B(1) Rent must be at fair market rates as confirmed by Internal Services (ISD).

19B(2) Lease must be between Her Majesty the Queen and the landlord and signed by the Speaker.

19B(2) Lease should have a termination clause within 3 months after the Member ceases to be a Member (basically 3 months notice).

20(1) Member cannot lease space from an associated person.

20(2) If the office is in the member's home, the member is not entitled to claim reimbursement.

CONSTITUENCY OFFICE EXPENSES

21(1) Eligible office expenses include supplies, printing, copying, newspapers, phones, faxes, answering services, staff training and development, database maintenance, advertising (hours, phone, address, meetings, welcome, congratulations), communications (business cards, greeting/sympathy/holiday cards, certificate supplies, newsletters or flyers), website design and hosting, rental of office, events related to constituency (in or outside constituency) part time staff costs, office equipment, 2 event tickets.

21(2) Fundraising events with a charitable receipt must be marked void and submitted with claim. They are not to be claimed as a tax deduction or credit.

21(3)	Advertising may not include anything related to political party or solicitation to membership in a party.
Resolution	Bank fees, interac fees, money order fees, cheque ordering, and similar payments are eligible expenses.
Resolution	Member is permitted up to four (4) open houses annually whose cumulative cost may not exceed 10% of the monthly constituency allowance ($428). Please place these expenses on a separate claim labelled Open House.
22(a)	Donations, gifts, sponsorships are NOT permitted for reimbursement. Memberships to community or service organizations are eligible if less than $500 annually.
22(b)	Certificates to recognize a community event or individual are eligible expenses.

CONSTITUENCY OFFICE FURNITURE & EQUIPMENT

23(1)	Office furniture and equipment purchased after October 27, 2009 for the office is property of the province.
23(1)(a-h)	This includes office furniture and equipment, phone and fax services, computer equipment and hard drives, cell phones and service, copier, printer, scanner, and other items costing more than $50 as approved by the House of Assembly Management Commission (HAMC).
23(4)	These items must be inventoried and will be monitored by Speaker’s Office, Administration.
23(6)	Disposal of these items must follow Internal Services’ policies.
23(10)	New members shall use the furniture and equipment of the outgoing member.
23(11)	If a new member wants to replace an item they should consult with the Clerk.
23(12)	If a new member has approval to replace an item they shall return it to Internal Services, following the Asset disposal process.
Resolution	See Directive #1 for approved Furniture and Equipment items.

CONSTITUENCY ASSISTANTS (CA)

24(1)	Member is entitled to 1 full time constituency assistant (CA) or equivalent to one (I.e. 2 x 50% CAs).
24(2-4)	The House of Assembly Management Commission (HAMC) sets salaries and benefits, and the CAs have a contract between the member and the CA. Speaker’s Administration Office pays the CA salaries.
24(5)	CAs may submit expense claims for travel to meetings or events (mileage, meals and accommodation at the rate specified for civil servants) and must obtain the Member's approval.
24(6)	If current CA is absent for a period of time, the member can get approval from the Speaker to get a replacement.
Resolution	CAs cannot receive bonuses or overtime payments. If overtime is worked it must be taken as time off in lieu.

MEMBERS' SALARY AND ALLOWANCES

25(1) Members' salary is paid bi-weekly in 26 installments.

26 Each member is entitled to $50/day for attendance when the House is in session.

26A When the House is sitting, an outside member without a rental accommodation in Halifax is allowed sleeping accommodations at government rates plus a mileage claim for 52 trips annually from the member's residence to the House.

26C Travel claims may not be made more than once every two weeks.

MEMBERS' LEASED PREMISES

27(1) An outside member (excluding Premier, Executive Council (Ministers), Leader of Opposition) is permitted up to $1,499 per month for leased accommodation, with a proper lease and submission of proof of payment. Hotel expenses in Halifax are not permitted if an outside member has a rental accommodation.

27(3) Termination clauses should not exceed 3 months, as this is the maximum the member will be reimbursed for.

27(4) Accommodation expenses include: rent; parking for 1 car; utilities; security deposit; keys or other security devices or services; internet, cable TV and phone services; insurance; rental of appliances or furnishings.

27(5) A new member is entitled up to $2,550 for furnishings, utensils, cookware, linens, appliances but does not include TVs, radios, CD's, DVDs, DVRs or other entertainment systems or machines.

27(6A) Effective Nov. 1, 2013 these purchased items become property of the Province (excluding mattresses and linens).

28 An inside member, may claim for overnight accommodation when required and must report dates and reasons annually on May 1st to the Clerk of the House.

COMMITTEES

29(1)(a) Chair of Public Accounts Committee = $3,152 (excluding the Speaker or Executive Council member)

29(1)(b) Chair of all other Committees of the House = $2,101 (excluding the Speaker or Executive Council member)

29(2) Vice-Chairs of all other Committees of the House = $525

29(4) The above payments are split and made twice annually at end of six month period, on Sept 30th and March 31st.

29(6) No committee payments are made if the committee does not meet.

30(1) On days of committee meetings held outside Halifax, members can claim for per diem (for maximum 2 days) and accommodation expenses (for 1 night only, must have receipts) and travel expenses (mileage). Speaker approval is required for weekend travel or more than 1 overnight.

31(1) House Leader = $10,506

31(2) Deputy House Leader = $5,253

31(3) House Leader of the Official opposition = $10,506

31(4) Deputy House Leader of the Official opposition = $5,253

31(5) House Leader of a recognized party = $10,506

31(6) Deputy House Leader of a recognized party = $5,253

31(7) Whip of each recognized party = $5,253

31(8) Caucus Chair of each recognized party = $10,506

31(9) Member with more than one position can only receive the higher paid payment.

31(11) If the member ceases to hold the position before the end of the 6 month period, the payment is not prorated.

32 Committee payments are split and made twice annually on April 1st and October 1st.

CAUCUS EXPENSES

33(1-5) Each Caucus office gets $440,648 plus $43,406 times its members (excluding Premier, Exec Council, Party Leaders) at the beginning of the year and prorated for any new members that join over the year. If a member is lost over the year the allotment is not reduced.

Resolution Caucus Advertising and Funding Guidelines approved by LIEB are agreed to be in full effect.

34(1) Members are eligible for reimbursement for a maximum of 4 Caucus or Task Force meetings per year, for 2 nights accommodation, per diems or reasonable amounts with receipts, sleeping accommodations, travel expenses.

35 Caucus Chairs who are outside members are eligible for 12 return trips from residence to Halifax.

LEADER OF OPPOSITION & RECOGNIZED PARTY

36 For travel within the province, Party Leaders are eligible for up to $42,024 per year for accommodation, meals, travel, and incidentals; supported by receipts.

37 For travel outside the province, Party Leaders and one assistant are eligible to claim actual and reasonable expenses for 2 separate trips for accommodation, meals, travel, and incidentals; for no more than 3 nights; supported by receipts.

38 If outside members, they are entitled to receive a Living Allowance equal to that of Executive Council.

39 The Leader of the Opposition and Leader of a Recognized Party are entitled to a $700 monthly allowance plus fleet card OR be reimbursed for mileage, on the same basis as a member of Executive Council. (Section 7.1 Common Services Manual)

DEPUTY SPEAKER

40 Entitled to be reimbursed up to $4,202 annually, with receipt, for expenses related to Deputy Speaker's duties.

INDEPENDENT MEMBER (not a member of a caucus)

41(2-4) Entitled for reimbursement for an office space up to 300 square feet, an administrative assistant, office furniture and equipment, phone lines, postage, long distance charges.

CONSTITUENCY MATTERS

42(1-7) Members can submit expense for travel related to their duties as an MLA. A log book/record is required to report daily mileage (dates & destinations) and details must be submitted on the expense claim titled Travel Log Related to Constituency Travel.

43(1-2) Constituency and Living Allowance expenses (sections 18, 19, 21, 22, 23) are eligible up to 3 months past the time a member ceases to be a member.

43(3) The monthly maximum for reimbursement of constituency expenses is $4282 net of tax ($4924.30 with tax), with proper receipt.

43(7) Leasing of office furniture and equipment is an eligible expense.

43(8) Furniture and equipment purchased after October 27, 2009 is property of the Province.

43(9) One Expense claim per month should be submitted.

43(10) Speaker's Administration Office can pay bills direct to vendor, if requested to do so.

43A Each member is entitled to an annual additional amount ranging from $14,059 to $18,558, which is $1,172 to $1,546 per month (depending on your constituency) for expenses relating to their constituency duties.

44 For meetings in Halifax, outside members are entitled to submit for travel expenses (maximum 52 return trips per year), per diem of $50 per day, and sleeping accommodation for maximum 2 nights at government rates or less, if they do not have a rental accommodation in Halifax.

45 For meetings in Ottawa, members are entitled to submit for two return trips per year for air travel (economy fare), ground travel, per diem of $100 per day for meals and other incidental expenses <or reasonable receipts for food>, and sleeping accommodation for maximum 2 nights at government rates or less.

45(4) Caucus's can have two trips to allocate as they see fit.

46 In lieu of the two Ottawa trips, and with the Speakers approval, Members are entitled to submit for two return trips per year for air travel (economy fare), ground travel, per diem of $100 per day for meals and other incidental expenses <or reasonable receipts for food>, and sleeping accommodation for maximum 2 nights at government rates or less, as long as the cost does not exceed a similar trip to Ottawa.

47 For attendance at authorized parliamentary or legislative meetings within Canada, but outside Nova Scotia, Members are entitled to submit for air travel (economy fare), ground travel, per diem of $100 per day for meals and other incidental

expenses <or reasonable receipts for food>, and sleeping accommodation; with the Speakers approval. Please submit these expenses on a separate Other Travel Claim form.

48 Critics are entitled to submit expenses for four meetings per year per critic area within the province, travel, per diem of $50 per day for maximum 3 days (or reasonable receipts for food), and sleeping accommodation for maximum 2 nights at government rates or less; with the Speakers approval,

48(4) In lieu of one or more of the four out of town caucus meetings (section 34), and with the Speakers approval, members may be reimbursed as a "Critics meeting" and submit for travel, per diem of $50 per day for maximum 3 days (or reasonable receipts for food), and sleeping accommodation for maximum 2 nights at government rates or less; with the Speakers approval.

GENERAL

49 Maximum reimbursement for travel to Halifax is 52 trips per year, unless it is for a special/standing committee meeting.

50 Travel expense is calculated at the civil service rate for kilometres using shortest and most convenient route from residence to House or committee meeting, or economy air fare plus ground transportation.

51 Health insurance premiums for out of province travel are eligible expenses. Travel insurance/cancellation insurance are not eligible expenses.

52 Subject to the approval of the Commission fixed amounts (except mileage reimbursement) may be increased by the lower of NS or Canada's CPI as of April 1st of the prior year on January 1st of each year.

53 If a member dies or resigns or is not re-elected, there will be no recovery of payments made for remainder of year.

53A A member may claim 2 return trips to Halifax to vacate rental accommodation and caucus office.

54 Expense claims or other requests for reimbursement must be made within 6 months of the expense (and 90 days following the end of the fiscal year).

55 Reimbursement cannot be made for an expense already reimbursed somewhere else, for an associated person, for someone living in member's dwelling or is a household member, or to a non-arms length person or business. Reimbursement cannot be made with receipts AND per diem.

2.4 Nova Scotia House of Assembly Policy on the Prevention and Resolution of Harassment in the Workplace (Policy).

Approved by the Nova Scotia House of Assembly on May 19, 2016. Effective date May 20, 2016.

STATEMENT: The Nova Scotia House of Assembly is committed to providing a workplace that is free of harassment.

1. Name

This Policy is called "Nova Scotia House of Assembly Policy on the Prevention and Resolution of Harassment in the Workplace."

2. Context

Everyone has a right to be treated with respect and has a responsibility to treat others the same way. It is in the best interests of everyone to foster a workplace that supports respect and dignity and prevents harassment by promoting awareness of and early informal resolution of harassment complaints.

To prevent harassment all communications and interactions should be professional and respectful. Showing courtesy and politeness can go a long way to preventing misunderstandings that could be perceived as harassment.

Behaviour considered harmless by one person may be considered offensive by another. Individuals should be sensitive to how others react to their remarks and behaviour. Body language is important: non-verbal behaviour, such as facial expressions, posture, tone of voice or silence, may indicate that another person is not comfortable with the behaviour.

3. Workplace

The workplace is any place where the business of the House of Assembly is being carried out including, but not limited to;

- all offices, premises and locations that are used by persons identified at Section 4 of this Policy as their workplace;
- all premises where the business of the House of Assembly is being conducted; and
- all locations and situations, including business travel, conferences and work-related social gatherings, where House of Assembly-related activities are carried out.

4. Application

This Policy applies to

- every elected Member of the House of Assembly (MLA);
- every staff person, be he or she permanent, contract, casual, intern, page or other, whose salary or remuneration is paid from the Legislative Services budget of the House of Assembly;
- any contract staff person whose salary is paid from budgets other than the Legislative Services budget of the House of Assembly and who works at the workplace defined under Section 3 including security staff; and
- volunteers who work with MLAs.

For greater certainty, this Policy applies to employees who are subject to a collective agreement and whose salary or remuneration is paid from the Legislative Services budget of the House of Assembly. Employees who are subject to a collective agreement are also subject to the Government of Nova Scotia Respectful Workplace Policy.

For greater certainty, this Policy does not apply to debate and proceedings in the House of Assembly (including Committee of the Whole on Supply, the Subcommittee on Supply and the Committee of the Whole House on Bills) and does not apply to debate and proceedings before the Committee on Assembly Matters, the Standing, the Select and the Special Committees of the House of Assembly.

5. Harassment

Harassment means any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this Policy applies, directed at and offensive to another person to whom this Policy applies, and that the person knew or ought reasonably to have known

- would be unwelcome and cause offence or harm;
- would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;
- would affect a person's reputation;
- would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;
- would be discrimination on account of one or more factors listed in the *Human Rights Act*;
- would be bullying as defined under the *Education Act*; or
- would be cyberbullying as defined under the Cyber-safety Act or under another Act.

6. Purpose

The purpose of this Policy is to

- encourage open communication to ensure that the workplace is free of harassment and that persons in the workplace are respectful of each other;
- prevent harassment between persons to whom this Policy applies;
- encourage early identification and reporting of harassment complaints;
- promote and encourage both informal and formal reporting of instances of harassment;
- initiate early and informal resolution of harassment situations, whenever possible;
- establish a resolution process that is complainant-driven, that is one where it is the complainant's choice as to whether the complaint brought forward is informal or formal and it is also the complainant's discretion to bring an end to the complaint process at any given time in the process;
- ensure that any allegation of harassment is taken seriously and provide procedures for the speedy and effective resolution of allegations;
- make everyone aware of each person's responsibilities;
- ensure confidentiality throughout the complaint resolution process, unless otherwise provided for in this Policy; and
- provide, in situations where harassment is found to have occurred, remedial, corrective or disciplinary measures, up to and including termination of employment in the case of staff or in the case of an elected Member, a referral and motion by the Internal Affairs Committee to the House of Assembly.

7. General Guidelines and Directives

7.1 Confidentiality

Appropriate steps will be taken to ensure the confidentiality of all inquiries, complaints and related records is respected, subject to procedural fairness or to any disclosure required by this Policy or by law. Disciplinary measures may be taken against an individual who inappropriately discloses information. No person shall disclose information related to the resolution process or any information related to any participant.

All persons associated with a complaint including witnesses are responsible for limiting discussion of the complaint and the disclosure of related information to those people who need to know.

7.2 Confirmation of receipt and reading of Policy

A) All persons to whom this policy applies as set out in Section 4, except contract staff persons whose salary is paid from budgets other than the Legislative Services budget of the House of Assembly and who work at the workplace defined under Section 3 including security staff and volunteers, are to be provided with a copy of this Policy.

Within 5 business days of receiving the Policy, each person must individually sign and return to the person providing them with a copy of this Policy, a form acknowledging receipt of the Policy and confirming they have read the Policy. Each signed confirmation form will immediately be remitted by the person collecting them to the Chief Clerk for filing.

Person providing the Policy and collecting the confirmation of receipt	Person receiving the Policy and signing acknowledgment
Party Whip	Each and every caucus MLA in the Whip's political party
Chief Clerk	Each Independent MLA; the Director of Administration – Speaker's Office; an Assistant Clerk; the Sergeant-at-Arms; the Chief Legislative Counsel; the Legislative Librarian; the Manager – House of Assembly Operations; the Hansard Editor; the Manager of Legislative Television Broadcast and Recording Services; the Coordinator – House of Assembly Operations; the Chief Clerk.
Director of Administration – Speaker's Office	Every staff person be it permanent, contract, casual, intern, page or other, whose salary or remuneration is paid from the Legislative Services budget of the House of Assembly and who is not listed in this chart.
Sergeant-at-Arms	Contract staff and service providers

B) As a condition of their contract, all contract staff persons whose salary is paid from budgets other than the Legislative Services budget of the House of Assembly and who work at the workplace defined under Section 3 including security staff, are to be informed of the Policy by the employer as identified in their contract of service. Where possible, reference to this Policy will be noted in the contract of employment of the staff person and will be included as a condition of the general contract for service with the service provider.

The Sergeant-at-Arms will provide copies of the Policy and a one-page summary brochure of the Policy to the employer identified in the contract of service for distribution to each contract staff person working at the workplace defined under Section 3. The Sergeant-at-Arms will obtain from the employer identified in the service contract a form acknowledging that that person has informed all contract staff of the Policy. The Sergeant-at-Arms will immediately remit the signed form to the Chief Clerk for filing.

C) When an MLA retains a volunteer to work with them, the MLA is responsible for informing the volunteer of this Policy by providing a one-page summary brochure of the Policy and directing the volunteer to the location on The Nova Scotia Legislature's website where the Policy is posted.

7.3 Criminal Conduct

When there are reasonable grounds to believe that an MLA or other person to whom this Policy applies has committed an offence under the Criminal Code or provincial legislation, the Speaker of the House of Assembly, in consultation with the Chief Clerk and the Chief Legislative Counsel shall notify the proper authorities.

The resolution process under this policy remains pending until the proper authorities advise the Speaker that no charges will be laid or that there has been a final disposition of the charges with respect to the conduct.

7.4 Dissemination of Policy

This Policy will be included and form part of the Members' Manual – Members' Compensation, Expenses and Constituency Administration.

This Policy and a summary thereof will be posted in a prominent place on the Nova Scotia Legislature's website.

Within 10 business days of the election of a new MLA, it is the responsibility of that MLA's Whip to provide a copy of the Policy to the new MLA and to obtain from the MLA a form acknowledging receipt of the Policy and confirming the Policy has been read. That form is to be filed immediately by the Whip with the Chief Clerk.

It is the responsibility of the Chief Clerk to provide a copy of the Policy to an Independent MLA and to obtain from the MLA a form acknowledging receipt of the Policy and confirming the Policy has been read.

Each person hiring a staff person be it permanent, contract, casual, intern, page or other, whose salary or remuneration is paid from the Legislative Services budget of the House of Assembly is responsible for informing the Director of Administration – Speaker's Office of the hire and the Director will provide a copy of the Policy to that person and file the form acknowledging receipt of the Policy and confirming that the Policy has been read with the Chief Clerk.

7.5 Education and Orientation

The Chief Clerk or the Chief Clerk's delegate shall develop and offer appropriate orientation and ongoing training sessions to all persons to whom this Policy applies, to assist them in understanding their respective duties and responsibilities and, in particular, in applying and complying with this Policy.

7.6 Indemnification

The House of Assembly shall indemnify each person who acts under this Policy against all costs, charges and expenses actually and reasonably incurred by that person, including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which the person is made a party because of the duties carried out under this Policy, if the person acted in good faith with a view to the best interests of the House of Assembly and had reasonable grounds for believing that his or her conduct was lawful.

No action or other proceeding for damages lies or may be instituted against the House of Assembly for an act or omission done in good faith in the execution or intended execution of any duty pursuant to this Policy.

7.7 Informal Resolution

Informal resolution should be attempted prior to the submission of a formal complaint except where the complainant refuses to participate or has been advised, by the person designated in the Policy to receive the complainant's complaint, not to participate in the informal process.

7.8 Policy Updates

Each person who is responsible under this Policy to provide copies of the Policy and obtain forms acknowledging receipt and reading of the Policy are also responsible for the distribution of all Policy updates in the same manner.

7.9 Procedural Fairness

The parties to a complaint made under this Policy have the right to be informed, to be heard and to obtain an impartial decision.

7.10 Support Person

A complainant and a respondent can each be accompanied by a support person at all steps of the informal or formal complaint process. For the purpose of this Policy a support person is a personal friend or confidant.

7.11 Timeliness

All complaints should be dealt with in keeping with the time lines under this Policy and any remedial, corrective or disciplinary action should be implemented expeditiously and consistently.

The complaint process, up to and including Step 7 under Section 11 of this Policy, must be completed, without undue delay, no more than 6 months from the date the formal complaint is made unless an investigation extension has been granted under Section 11.5.5.

8. Definitions

8.1 Complainant

A person to whom this Policy applies and who initiates an informal or a formal harassment complaint under this Policy.

8.2 Formal Complaint

A complaint that is filed in writing under Step 2 of Section 11 of this Policy.

8.3 Informal Complaint

A complaint that is not formally filed under Step 2 of Section 11 of this Policy and that is resolved under Step 1 of Section 11.

8.4 Informal Resolution

Practices, including counselling, coaching, facilitation or mediation that may assist the parties to resolve their differences in a timely and appropriate fashion.

8.5 Mediation

A voluntary process used to resolve conflict by having a third party help the disputing persons arrive at a mutually acceptable solution.

8.6 Respondent

A person to whom this Policy applies and who is named as a respondent to an informal or a formal harassment complaint by the complainant under this Policy.

9. To whom are complaints both formal and informal made?

When the Respondent named in the complaint is:	The Complainant makes the complaint to:
(a) • an MLA	the Whip of the MLA's political party
(b) • a Whip	the House Leader of the Whip's political party
(c) • an Independent MLA; • a House Leader; • the Director of Administration – Speaker's Office; • an Assistant Clerk; • the Sergeant-at-Arms; • the Legislative Librarian; • the Manager – House of Assembly Operations; • the Hansard Editor; • the Manager of Legislative Television Broadcast and Recording Services; • the Coordinator – House of Assembly Operations	the Chief Clerk
(d) • the Chief Clerk; • the Chief Legislative Counsel	the Speaker
(e) • the Speaker	the Chair of the Internal Affairs Committee
(f) • a person to whom this Policy applies and who is not listed at paragraphs (a), (b), (c), (d), (e) or (g) of this chart	Director of Administration – Speaker's Office
(g) • contract staff including security staff whose salary is paid from budgets other than the Legislative Services budget	the Sergeant-at-Arms

9.1 When a complainant lacks confidence that the person designated to receive the complaint will process the complaint fairly or give it the attention it deserves, the complainant may choose, in those circumstances, to make the complaint directly to the Chief Clerk or the Chief Clerk's designate.

10.Roles and Responsibilities

10.1 Person receiving complaint	Action to be taken
(a) a Whip; (b) a House Leader; (c) the Chief Clerk; (d) the Speaker; or (e) the Chair of the Internal Affairs Committee	1. Confirm with the complainant whether the complaint being made is an informal or a formal complaint. 2. Inquire as to whether any resolution efforts were undertaken before making the complaint. 3. Inform the complainant of available alternative resolution processes and time restrictions such as possible complaints to the Human Rights Commission, etc. 4. Inform the respondent of the complaint. 5. Explore, as appropriate, informal resolution or mediation options to resolve the complaint. Participation in an informal resolution process is voluntary and only after the complainant agrees to participate will the respondent be asked whether that person wishes to participate in an informal resolution process. 6. Remind the complainant and the respondent that informal resolution and/or mediation options are available at all stages of the resolution process. 7. Where the complainant has confirmed that the complaint is a formal complaint, review and accept or reject the filing of the formal complaint as required by Section 11.3 of this Policy. When the filing is rejected for technical reasons only, provide an opportunity for the technical error to be corrected. 8. Refer a filed formal complaint to the Office of the Ombudsman for investigation. 9. Request that the Office of the Ombudsman's investigation report contain one of the following conclusions: (a) there is sufficient evidence to support a claim that the respondent has engaged in a conduct that constitutes harassment as defined by this Policy; (b) there is insufficient evidence to support a claim of harassment as defined by this Policy; or

	(c) there is insufficient evidence to support a claim of harassment as defined by this Policy, and the complaint was frivolous or vexatious or was not made in good faith. The report may make recommendations as deemed appropriate by the Office of the Ombudsman to address issues identified during the investigation. 10. Where the investigation report concludes there is sufficient evidence to support the claim of harassment or the complaint is frivolous, vexatious or not made in good faith, the person receiving the report may (a) recommend and implement any remedial, corrective or other measures against the MLA, the Whip, the Independent MLA, the House Leader or the Speaker, as the case may be; (b) in the alternative and in exceptional cases where the person receiving the report believes that the appropriate measure to be taken in that case is a referral and motion by the Internal Affairs Committee to the House of Assembly, that person shall immediately refer the matter to the Chair of the Internal Affairs Committee without first determining a measure to be taken; (c) recommend and implement any remedial, corrective or other measures up to and including suspension or termination of employment against the Director of Administration – Speaker's Office, an Assistant Clerk, the Sergeant-at- Arms, the Legislative Librarian, the Manager – House of Assembly Operations, the Hansard Editor, the Manager of Legislative Television Broadcast and Recording Services, the Coordinator – House of Assembly Operation, the Chief Clerk or the Chief Legislative Counsel, as the case may be. 11. Where the investigative report from the Office of the Ombudsman has made recommendations to address issues identified during the investigation, the person receiving the report will determine the manner in which to address the recommendations.

When the complaint is received by the Director of Administration – Speaker's Office	1. Confirm with the complainant whether the complaint being made is an informal or a formal complaint. 2. Inquire as to whether any resolution efforts were undertaken before making the complaint. 3. Inform the complainant of available alternative resolution processes and time restrictions such as possible complainants to the Human Rights Commission, etc. 4. Inform the respondent and the complainant's supervisor of the complaint. 5. Explore, as appropriate, informal resolution or mediation options to resolve the complaint. Participation in an informal resolution process is voluntary and only after the complainant agrees to participate will the respondent be asked whether that person wishes to participate in an informal resolution process. Retain the services of mediators of other professionals as required in consultation with the Public Service Commission and the Office of the Ombudsman to assist in resolving the complaint. 6. Remind the complainant and the respondent that informal resolution and/or mediation options are available at all stages of the resolution process. 7. Where the complainant has confirmed that the complaint is a formal complaint, review and accept or reject the filing of the formal complaint as required by Section 11.3 of this Policy. When the filing is rejected for technical reasons only, provide an opportunity for the technical error to be corrected. 8. Refer a filed formal complaint to an investigator or the Office of the Ombudsman for investigation. 9. Direct that the investigation report contain one of the following conclusions: (a) there is sufficient evidence to support a claim that the respondent has engaged in a conduct that constitutes harassment as defined by this Policy; (b) there is insufficient evidence to support a claim of harassment as defined by this Policy; or

	(c) there is insufficient evidence to support a claim of harassment as defined by this Policy, and the complaint was frivolous or vexatious or was not made in good faith. The report may make recommendations as deemed appropriate by the Office of the Ombudsman to address issues identified during the investigation. 10. Where the investigation report concludes there is sufficient evidence to support the claim of harassment or the complaint is frivolous, vexatious or not made in good faith, the Director in consultation with the person's appropriate manager and/or supervisor and the Public Service Commission, recommend and implement any remedial, corrective or other measures up to and including suspension or termination of the person's employment. 11. Where the investigative report from the Office of the Ombudsman has made recommendations to address issues identified during the investigation, the person receiving the report will determine the manner in which to address the recommendations.
When a complaint is received by the Sergeant-at-Arms	Where the respondent named in the complaint is a contract staff person, the Sergeant-at-Arms will resolve the complaint by involving the parties to the contract. This means that these complaints do not proceed any further under this Policy as they are resolved outside this Policy.

10.2 Person or Office receiving an investigative referral	**Action to be taken**
When the Office of the Ombudsman or a private investigator receives a request to conduct an investigation under this Policy	The Office of the Ombudsman or the private investigator will conduct an investigation and the investigation report will contain one of the following conclusions: (a) there is sufficient evidence to support a claim that the respondent has engaged in a conduct that constitutes harassment as defined by this Policy; (b) there is insufficient evidence to support a claim of harassment as defined by this Policy; or (c) there is insufficient evidence to support a claim of harassment as defined by this Policy, and the complaint was frivolous or vexatious or was not made in good faith. The report may make recommendations as deemed appropriate to address issues identified during the investigation.

10.3 The Committee on Assembly Matters	Action to be taken
	• adopting this Policy and recommending its approval to the House of Assembly; • recommending to the House of Assembly that it adopt any legislative and rule changes required to give effect to this Policy; • adopting amendments to the Policy and recommending the approval of any amendments to the House of Assembly; and • ensuring that the Policy is implemented and appropriately applied.

10.4 The Internal Affairs Committee	Action to be taken
	• in exceptional cases receiving a referral from a person who believes, when reviewing an investigation report that the appropriate measure to be taken in that particular case is a referral and motion by the Internal Affairs Committee to the House of Assembly; • deciding the exceptional cases referred to the Committee and implementing any remedial, corrective or other measures against the MLA, the Whip, the Independent MLA, the House Leader or the Speaker, as the case may be; • receiving appeals limited to the remedial, corrective, disciplinary or other measures imposed, including the final investigative report and the appellant's written submissions setting out the sufficiency of the remedial, corrective or other measures imposed on the respondent or an appeal from a measure imposed on the complainant because the complaint was frivolous, vexatious or not made in good faith; • conducting an appeal process in accordance with this Policy; • receiving complaints under Section 9 naming the Speaker as the respondent and taking action as required under Section 10 of this Policy; and • when the appeal relates to the measures imposed on an MLA, preparing a report for the House of Assembly containing a summary of the final investigative report and any recommendations regarding appropriate sanctions to be imposed by the House of Assembly on the MLA.

10.5 The House of Assembly	Action to be taken
	• adopting a motion approving and declaring this Policy in force; • adopting all additional resolutions, rule and legislative amendments required to authorize the persons, offices or Committees named in the Policy to carry out their duties as required by the Policy; • adopting by motion any Policy amendments as recommended by the Committee on Assembly Matters; • receiving reports from the Internal Affairs Committee, debating and voting on any recommendations made by the Committee to the House regarding appropriate sanctions to be imposed on an MLA.

10.6 The Chief Clerk	Action to be taken
	• fostering a work environment free of harassment within the House of Assembly Administration; • providing the Policy to persons as required under Section 7.2 of this Policy and receiving and filing forms acknowledging receipt and confirming that the Policy has been read by these persons; • disseminating the Policy and updates as required under Section 7.4 and Section 7.8 of this Policy; • developing and offering appropriate orientation and ongoing training sessions and to all persons to whom this Policy applies; and • receiving complaints under Section 9 and taking action as required under Section 10 of this Policy.

10.7 The Director of Administration - Speaker's Office	Action to be taken
	• fostering a work environment free of harassment within the House of Assembly Administration; • providing the Policy to persons as required under Section 7.2 of this Policy, receiving forms acknowledging receipt and confirming that the Policy has been read by these persons and filing the forms with the Chief Clerk;

	• disseminating the Policy and updates as required under Section 7.4 and Section 7.8 of this Policy; and • receiving complaints under Section 9 and taking action as required under Section 10 of this Policy.

10.8 **The Whip**	**Action to be taken**
	• fostering a work environment free of harassment within the House of Assembly; • providing the Policy to persons as required under Section 7.2 of this Policy, receiving forms acknowledging receipt and confirming that the Policy has been read by these persons and filing the forms with the Chief Clerk; • disseminating the Policy and updates as required under Section 7.4 and Section 7.8 of this Policy; and • receiving complaints under Section 9 and taking action as required under Section 10 of this Policy.

10.9 **The MLA**	**Action to be taken**
	• fostering a work environment free of harassment within the House of Assembly; and • when retaining a volunteer to work with the MLA, informing the volunteer of this Policy, providing a one-page summary of the Policy as required under Section 7.2 and directing the volunteer to the location on The Nova Scotia Legislature's website where the Policy is posted.

10.10 **The Speaker**	**Action to be taken**
	• fostering a work environment free of harassment within the House of Assembly; • notifying, after consultation with the Chief Clerk and the Chief Legislative Counsel, the proper authorities when there are reasonable grounds to believe a person to whom this Policy applies has committed an offence under the Criminal Code or provincial legislation; and • receiving complaints under Section 9 and taking action as required under Section 10 of this Policy.

10.11 Complainants	Action to be taken
	• assessing the possibility of a misunderstanding arising out of lack of knowledge, misconstrued intent or differing values; • informing, in a timely manner, personally if comfortable in doing so, or through an appropriate intermediary, the individual whose conduct is of concern, that such conduct is objectionable and unwelcome; • keeping a record of the incident(s), including a description of the offensive conduct, date(s), time(s), location(s) and the names of witnesses, if any; • seeking advice from a qualified and trusted person; • participating if appropriate in the circumstances and in the complainants discretion in informal resolution processes up to and including mediation before lodging a formal complaint; • making the complaint in accordance with this Policy; • may withdraw a complaint at any step of the complaint process including at any time during Step 7 and Step 8 of the Procedures under this Policy; and • cooperating with persons designated to mediate, review, or investigate complaints.

10.12 Respondents	Action to be taken
	• discussing the matter with the complainant as soon as possible, if asked; • stopping the conduct that is considered to be offensive to the complainant and remedying the situation with an appropriate gesture given the circumstances, such as an apology; • seeking advice from a qualified and trusted person; and • cooperating with persons designated to mediate, review or investigate complaints.

10.13 All Persons	Action to be taken
	• ensuring that their own conduct contributes to a harassment free work environment; • acting in a respectful manner in dealings with others; • being familiar with this Policy and its related procedures; • informing individuals, if possible, whose conduct is offensive that their behaviour is objectionable and unwelcome and asking them to stop; • making every effort to resolve any conflicts in which they may be involved, as soon as they arise and before they escalate; • respecting the confidentiality of complainants and respondents by avoiding any informal discussion of harassment complaints of which they have knowledge; • bringing to the attention of the appropriate person identified in this Policy any harassment to which they are subjected or of which they become aware; and • cooperating in the resolution or investigation of harassment cases.

10.14 The House Leader	Action to be taken
	• fostering a work environment free of harassment within the House of Assembly; and • receiving complaints under Section 9 and taking action as required under Section 10.

10.15 The Sergeant-at-Arms	Action to be taken
	• fostering a work environment free of harassment within the House of Assembly; • ensure where possible, reference to this Policy will be noted in the contract of employment of the contract staff person and will be included as a condition of the general contract for service with the service provider; • will provide copies of the Policy and a one- page summary brochure to the employer identified in the contract of service for distribution to each contract staff person working at the workplace defined under Section 3; • will obtain from the employer identified in the service contract a form acknowledging that that person has informed all contract staff of the Policy and will file the signed form with the Chief Clerk; and • receiving complaints under Section 9 and taking action as required under Section 10.

11.PROCEDURES

11.1 Step 1 – Informal Resolution

11.1.1 The objective of informal resolution is to correct any situation, problem or conflict as soon as possible and in a fair and respectful manner. Every effort should be made to resolve the problem as quickly as possible with open communications and cooperation. Participation in an informal resolution process is voluntary.

11.1.2 If a person believes that he or she has been harassed and that person chooses to address the matter informally, the following actions should be taken:

- make it known to the other party as soon as possible that such conduct is offensive in an attempt to resolve the problem before it can escalate; and
- if the problem is not resolved or if the offended person does not wish to speak directly with the other person, the offended person should meet with the person designated in this Policy to receive the complaint or seek advice from a qualified and trusted person.

11.1.3 Every effort to resolve the issue between the parties as quickly as possible is to be made and if necessary, with the assistance of a resource person.

11.1.4 Problem resolution mechanisms such as coaching, counselling, facilitation and mediation can in many instances resolve the issue and prevent the situation from escalating to the point where a formal complaint is filed.

11.1.5 The complainant and the respondent must both agree on a mutually acceptable mediator before mediation can take place.

11.2 Step 2 – Filing a Formal Complaint

11.2.1 When the complainant determines the informal process for dealing with the harassment situation does not succeed or the complainant chooses not to proceed with the informal complaint procedure, the complainant may file a formal written complaint.

11.2.2 Mediation remains available at any point in the formal complaint process. The formal investigation will be suspended if both parties agree to mediation during the formal process. Should the complainant determine that efforts to mediate a formal complaint fail, the investigation resumes.

11.2.3 Complainants and respondents may each have with them, during meetings and interviews related to the resolution of the complaint, one support person of their choice who has agreed to accompany them and who is not a party to the process. Such persons must adhere to the confidentiality provisions of this Policy.

11.2.4 A formal complaint must be submitted, in writing, to the appropriate person identified in this Policy no later than 6 months after the alleged incident(s) leading to the complaint.

11.2.5 Formal complaints must be based on allegations of harassment as defined in this Policy, be signed, dated and include

- (a) the complainant's name;
- (b) the name of the respondent and the relationship of the respondent to the complainant,
- (c) the nature of the allegations;
- (d) date and description of the incident(s);
- (e) where the incident(s) occurred;
- (f) names of witnesses, if any; and
- (g) whether another external resolution process has been initiated by the complainant.

11.3 Step 3 – Acknowledgement and Filing of a Formal Complaint

11.3.1 Within 5 business days of receipt the formal complaint will be reviewed and accepted for filing by the person designated in the Policy to receive the complaint where

- (a) the complaint meets the requirements of a formal complaint as set out in Section 11.2.5 of this Policy; and
- (b) the allegations as described in writing in the formal complaint meet the definition of harassment as set out in Section 5 of this Policy.

11.3.2 When the complaint is accepted for filing under Section 11.3.1, the person designated to receive that complaint will send an acknowledgement of receipt to the complainant and will provide a copy of the complaint to the respondent.

11.3.3 When the complainant has made a complaint under Section 9.1, the Chief Clerk shall acknowledge receipt of the complaint and inform the complainant's Whip and House Leader of the complaint.

11.3.4 When a formal complaint names an employee as a respondent, the Director of Administration – Speaker's Office shall notify that employee's supervisor.

11.3.5 If a complaint is not accepted for filing, the complainant will be advised of the reasons for rejecting the filing and if appropriate, other means may be suggested for resolving the issue raised in the complaint. Where the rejection is based solely on a technical error, an opportunity to correct the technical error is to be provided to the complainant and the complaint is to be re-submitted for filing.

11.4 Step 4 – Review of a Formal Complaint

11.4.1 Within 15 business days of the date when the formal complaint is accepted for filing, the person designated in this Policy will either

- appoint a private investigator to conduct an investigation; or
- refer the complaint to the Office of the Ombudsman for investigation.

11.5 Step 5 – Investigation

11.5.1 The steps taken and the procedures used by the investigator are at their discretion, subject to the rules of procedural fairness.

11.5.2 If during the course of the investigation, the investigator is presented with what is deemed to be a new allegation of harassment, the investigator will consult with the person who has engaged the investigator to determine whether

- the new allegation falls within the existing mandate;
- the mandate will be modified to address the new allegation; or
- the new allegation should be addressed separately.

11.5.3 Communications with an investigator are confidential except in so far as it may be necessary to disclose them in the investigation report, to ensure procedural fairness or as may be required by this Policy or by law.

11.5.4 The investigator shall provide a draft report to the complainant and the respondent within 30 business days of being appointed. Once received, the complainant and the respondent will have 5 business days to submit any comments, in writing, in response to the investigator.

11.5.5 Where the investigator is unable to meet the 30 business day deadline under Section 11.5.4, an extension request detailing reasons may be made to the person who engaged the investigator.

11.5.6 The person receiving the extension request shall in that person's sole discretion respond to the request.

11.5.7 The final report will be submitted to the person who engaged the investigator, no later than 5 business days after the date the complainant and respondent responses under Section 11.5.4 are due. Both the complainant and the respondent will be provided with a copy of the final report by the person who receives the final report from the investigator.

11.6 Step 6 – Decision

11.6.1 Within 15 business days of receipt of the final report, the person designated under this Policy to receive that complaint, shall where the final report concludes that there was sufficient evidence to support a claim of harassment or the claim is frivolous, vexatious or not made in good faith, determine and implement any remedial, corrective or other measures against the respondent or the complainant, as the case may be.

11.6.2 In exceptional cases where the person receiving the report believes that the matter should be referred to the Internal Affairs Committee to the House of Assembly to determine the appropriate measure to be taken, that person shall immediately refer the matter to the Chair of the Internal Affairs Committee without first determining a measure to be imposed.

11.6.3 The complainant, respondent, as well as their supervisors, as appropriate, will be informed of the decision. The terms of any settlement of a complaint will only be made known to the extent required by the settlement itself.

11.6.4 Where the report concludes that there is insufficient evidence to support a claim of harassment, no further action is taken, no measures are to be imposed and that determination is final and is not subject to appeal.

11.7 Step 7 – Appeal

11.7.1 An appeal can be made by either the complainant or the respondent, but is limited to the remedial, corrective, disciplinary or other measures imposed by the person who received the final investigative report.

This means a complainant may appeal

- the sufficiency of the measure imposed on the respondent; or
- a measure imposed on the complainant because the complaint was frivolous, vexatious or not made in good faith.

A respondent may appeal because the measures imposed were too severe.

11.7.2 The appeal must be made to the Chair of the Internal Affairs Committee, within 10 business days of the imposition of the measures.

11.7.3 The appeal must be in writing and must set out the grounds for the appeal. A copy of the final investigation report and any other relevant documentation must be included with the appeal.

11.7.4 Within 5 business days of receipt of the appeal, the Chair of the Internal Affairs Committee must set a committee meeting date that must be within 25 calendar days of receipt of the appeal. The Internal Affairs Committee shall hold its meeting “in camera”.

11.7.5 At the “in camera” meeting the Committee shall firstly determine whether all or part of the final investigation report or a summary of it may be used as evidence before the Committee and at the same meeting, shall hear the appeal.

11.7.6 The complainant and the respondent shall be provided with an opportunity to appear before the Internal Affairs Committee on the appeal hearing.

11.7.7 The person who initiates the appeal to the Committee may indicate in writing that the matter will not be pursued further and it will be deemed withdrawn from the Committee.

11.7.8 When the appeal relates to the measures imposed on a person who is not an elected MLA, the appeal decision of the Internal Affairs Committee is final and not subject to any further appeal.

11.7.9 When the appeal relates to the measures imposed on a person who is an MLA, the Internal Affairs Committee shall prepare a report for the House of Assembly within 15 business days of the “in camera” meeting under Section 11.7.5 that shall contain a summary of the final investigation report and a recommended sanction motion against the MLA for debate by the House of Assembly.

11.8 Step 8 – House of Assembly

11.8.1 Within 10 sitting days following the presentation of the report and recommended sanction motion of the Internal Affairs Committee to the House of Assembly and the inscription of the matter on the Order Paper, the matter shall be called for debate.

11.8.2 The MLA who is referred to in the motion shall have the right to make a statement in the House of no more than 10 minutes in length in response to the report when the motion is called for debate by the House. All statements made in the House of Assembly must respect the confidentiality of the resolution process and the privacy of the persons involved.

11.8.3 A motion to adopt the report and recommended sanction motion from the Internal Affairs Committee shall be made and shall be considered for no more than 1 hour including the response time referred to under Section 11.8.2, by the House of Assembly after which time the question shall be put to the House of Assembly by the Speaker.

11.8.4 In the event that the MLA who is the subject of the sanction motion ceases to be an MLA following the presentation of the report of the Internal Affairs Committee to the House and before the motion is called for debate before the House, the entire matter is deemed withdrawn and shall be removed from the Order Paper.

11.8.5 Following a prorogation or dissolution of the House of Assembly, provided that the MLA who is the subject of the sanction motion remains an elected member, the appropriate Whip with the consent of the complainant, may resubmit the matter to the attention of the Chair of the Internal Affairs Committee in writing and the process at that level will recommence following the steps under this Policy.

11.9 Step 9 – General Provisions

11.9.1 If a complainant or a respondent has concerns with the administration of their complaint, that person may, at any time during the resolution process, request that the Chief Clerk look into the concerns and report his or her findings and any recommended course of action in response to the concerns to the Internal Affairs Committee.

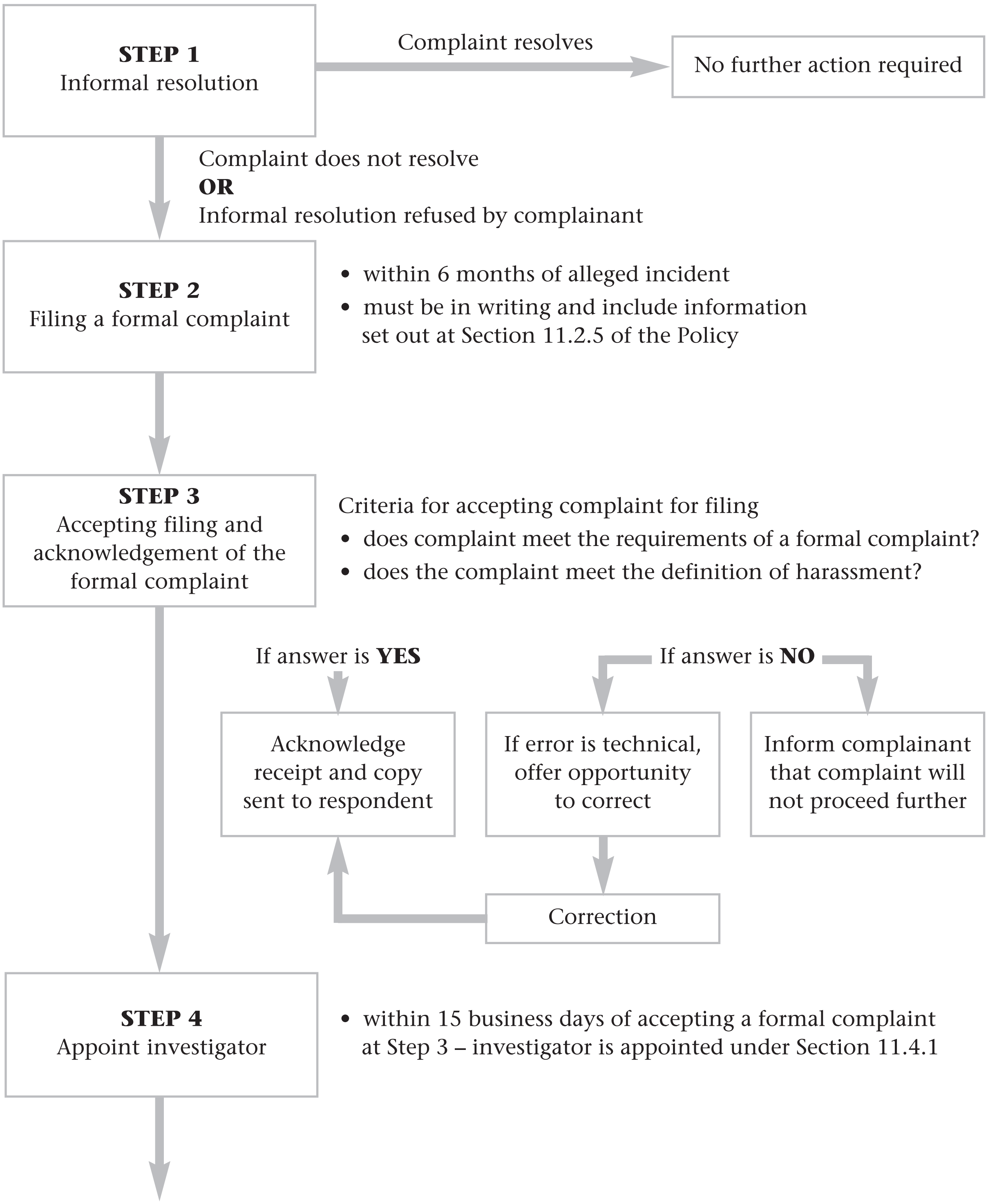
11.9.2 The Director of Administration will present statistical reports, as required, to the Chief Clerk on the incidence and disposition of harassment complaints and the Director may make recommendations for changes to the Policy.

11.9.3 The Chief Clerk shall present statistical reports and recommendations for changes to the Policy, if any, to the Committee on Assembly Matters once every 5 years commencing on the fifth anniversary date of the adoption of the Policy by the House of Assembly. The Chief Clerk must inform the Committee if there are no reports or recommended changes.

11.9.4 Any and all file materials or information received or prepared by a Whip, a House Leader, the Chief Clerk, the Speaker, the Chair of the Internal Affairs Committee, the Director of Administration – Speaker's Office or the Sergeant-at- Arms, including the complaint, a written submission, informal and formal resolution details, investigative reports, electronic recordings of "in camera" meetings, etc. are to be provided to the Chief Clerk for secure confidential storage.

11.9.5 All costs associated with this Policy and its implementation including the retention of mediators, investigators and others are to be paid from the Legislative Services budget of the House of Assembly.

PROCEDURES AND PROCESS



STEP 5
Investigation

- draft investigation report to the complainant and respondent within 30 business days of appointment
- complainant and respondent response within 10 business days of receipt of draft investigation report
- final report no later than 5 business days from the date responses at Section 11.5.4 are due

STEP 6
Decision

A) Final Report concludes that harassment has occurred or complaint is frivolous

Decision – corrective measures to be taken

B) Final Report concludes that harassment has not occurred

No further action under this Policy – decision is final

STEP 7
Appeal
Internal Affairs Committee

- appeal is limited to the nature of the corrective measure taken and the appellant may be the original complainant or the original respondent.
- appeal must be filed in writing within 10 business days of the imposition of corrective measures with the Chair of the Internal Affairs Committee
- There are two types of appeals:
  1) Respondent to the appeal is not an MLA; or
  2) Respondent to the appeal is an MLA.
- appeal is heard in accordance with Section 11.7.
- When respondent to the appeal is not an MLA, the appeal decision of the Internal Affairs Committee is final and not subject to any further appeal.
- When respondent to the appeal is an MLA, report and recommended sanction motion forwarded to House of Assembly.

STEP 8
House of Assembly

- Report of Internal Affairs Committee to be placed before the House of Assembly within 15 business days of the “in camera” meeting under Section 11.7.5
- Procedure before the House of Assembly set out at Section 11.8

3.0 MEMBERS' ALLOWANCES AND EXPENSES

3.1 GENERAL INFORMATION

Each Member is entitled to claim up to a maximum of $4,282.00 per month, plus an additional annual amount ($14,059 to $18,558, which is $1,172–$1,546 monthly, depending on the MLA constituency; see regulation 43A) net of HST, for actual office and travel expenses "incurred to operate a Member's constituency office.

The annual additional allowance is allocated per constituency as follows:

Annual Allowance	Constituency		
$18,558	Annapolis Colchester-Musquodoboit Valley Cumberland South	Guysborough-Eastern Shore-Tracadie Inverness	Queens-Shelburne Victoria-The Lakes
$17,434	Clare-Digby	Colchester North	
$16,309	Argyle-Barrington	Cape Breton-Richmond	Hants East
$15,184	Antigonish Chester-St Margaret's Cumberland North	Eastern Shore Hants West Kings West	Pictou East Pictou West Sydney-River-Mira-Louisbourg
$14,059	All other constituencies		

Original invoice and proof of payment are required for reimbursement. The *Constituency Expense Claim Form* is completed and submitted for office expenses.

While all invoices claimed by you will include HST where applicable, our office will calculate the amount of HST paid on your invoices and will only debit your account for the net amount of your claim, minus the HST. **Please ensure that all documents, especially constituency office lease or monthly receipts reflect HST, if applicable.**

3.1.1 Items not Claimable as Constituency Expenses

Food and Meals: The cost of meals or food for a constituency office meeting, or for office use, is not claimable as a constituency expense. The only time a meal may be claimed is if the MLA travels more than 250 kms one way or 500 kms return or as refreshments for an annual open house.

Donations: Per Regulation 22, Members cannot make a donation (monetary or gifts) or sponsor organizations, people or events. However, memberships can be claimed in a community organization that charges member fees (max $510 per year) and the organization can then use these funds to support a cause. A Member can claim the costs of certificates, plaques or awards for community members.

3.1.2 Schedule of Claim Submissions

Constituency expenses are to be claimed on a monthly basis. If we receive it by the last day of a month, it will be posted for that month on the online reports. Presuming all paperwork is complete, payments can usually be made within one week of a claim being submitted.

3.1.3 Monthly MLA Expense Claims - 2017–18 Key Dates

Month	Date to be submitted to Speaker's Office	Estimated Date to send to Members for Review	Estimated Date Posted Online
April (3)	April 28, 2017	May 9, 2017	May 16, 2017
May	May 31, 2017	June 9, 2017	June 16, 2017
June	June 30, 2017	July 7, 2017	July 14, 2017
July	July 28, 2017	August 8, 2017	August 15, 2017
August	August 31, 2017	September 8, 2017	September 15, 2017
September	September 29, 2017	October 6, 2017	October 13, 2017
October (3)	October 31, 2017	November 9, 2017	November 16, 2017
November	November 30, 2017	December 8, 2017	December 15, 2017
December (1)	December 19 2017 (1)	January 9, 2018	January 16, 2018
January	January 31, 2018	February 8, 2018	February 15, 2018
February	February 28, 2018	March 9, 2018	March 16, 2018
March	April 11, 2018 (2)	not available yet	not available yet

(1) December 19, 2017 for the majority and January 5, 2018 for additional.
(2) Tentative, pending Finance's year end date announcements.
(3) 3 bi-weekly casual pays are posted in September 2017 and March 2018 as opposed to 2.

3.1.4 Direct Deposit

Members must have direct deposit set up prior to us processing your first expense claim so that reimbursement can be deposited directly into your bank account by electronic funds transfer. Members will need to complete the Finance Direct Deposit form (on page 17) along with the submission of a void cheque. Members have the option of setting up two bank accounts: one account dedicated to Constituency Expenses and the other account for all other reimbursements (Other Travel, Constituency Travel and Living Allowance). Please inform the Speaker's Office Administration if you wish to set up two bank accounts.

MLA Constituency Expense Claim Form – Sample page 1 and 2 of a 2 page claim

House of Assembly
Nova Scotia

MLA Constituency Expense Claim

Page *1* of *2*

This form is to record the monthly constituency expenses like rent, communications, advertising, postage etc and Furniture Start Up allowance. **This form is not for Travel.**

Constituency *Halifax/Dartmouth*
MLA Name *John Doe*
Office Address *123 Anywhere Street, Suite 3, Dartmouth*
Contact Phone *902-424-2404*
Contact Email *youremail@ns.sympatico.ca*
Month/Year *October 2011*

For Administration Entry Only

Vendor # ____________ Document # ____________
Cost Centre # ____________ Order # ____________
CO ID # ____________ Exch Rate ____________

Invoice Date	Supplier Name	Invoice Number	Cdn $ Amount	Invoice Y/N	Proof Y/N	Tax Code	Qty	Description (vendor, inv # or date, item or service)	GL #
18 Aug	Bell Aliant Telephones	INV2575121	$ 244.53						
9 Sep	Connors Basics	9-Sep	$ 162.86						
30 Sep	Credit Union Atlantic	30-Sep	$ 9.00						
1 Oct	XYZ Realty - Oct Rent	1-Oct	$ 700.00						
5 Aug	Staples	16873	$ 17.10						
10 Sep	Daily News Subscription	10-Sep	$ 214.18						
3 Sep	Transcontinental Ad	193060	$ 48.81						
27 Sep	Maritime Merchant	16910	$ 48.07						
13 Sep	Bell Mobility Blackberry	13-Sep	$ 273.02						
27 Sep	NS Power	27-Sep	$ 157.52						
		Total Cdn Amount This Page	$ 1,717.57						
		Total Claim Value	$ 2,303.18						

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations there under and any applicable directives of the House of Assembly Management Commission.

John Doe — MLA Signature
12 Sep 2011 — Date

Approved for payment ____________ Budget Checked ☐ Date ____________

Rev 17Dec2015

House of Assembly
Nova Scotia

MLA Constituency Expense Claim

Page *2* of *2*

This form is to record the monthly constituency expenses like rent, communications, advertising, postage etc and Furniture Start Up allowance. **This form is not for Travel.**

Constituency *Halifax/Dartmouth*
MLA Name *John Doe*
Office Address *123 Anywhere Street, Suite 3, Dartmouth*
Contact Phone *902-424-2404*
Contact Email *youremail@ns.sympatico.ca*
Month/Year *October 2011*

For Administration Entry Only

Vendor # ____________ Document # ____________
Cost Centre # ____________ Order # ____________
CO ID # ____________ Exch Rate ____________

Invoice Date	Supplier Name	Invoice Number	Cdn $ Amount	Invoice Y/N	Proof Y/N	Tax Code	Qty	Description (vendor, inv # or date, item or service)	GL #
14 Oct	Canada Post 100 stamps	14-Oct	$ 66.00						
31 Oct	Canada Post Box Rental	31-Oct	$ 172.00						
30 Oct	Canada Post Keys	30-Oct	$ 15.90						
28 Sep	WalMart	28-Sep	$ 13.32						
1 Oct	Dollarama	1-Oct	$ 12.94						
1 Oct	Rotary Club membership	1-Oct	$ 100.00						
1 Sep	Eastlink	2522343	$ 160.98						
17 Sep	Yellow Pages	10-3814439	$ 22.37						
30 Sep	ABCD Couriers	2691.00	$ 22.10						
		Total Cdn Amount This Page	$ 585.61						
		Total Claim Value	$ 2,303.18						

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations there under and any applicable directives of the House of Assembly Management Commission.

John Doe — MLA Signature
12 Sep 2011 — Date

Approved for payment ____________ Budget Checked ☐ Date ____________

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3.2 ADVERTISING AND COMMUNICATIONS

Under clause 21(1)(h), a Member is entitled to be reimbursed for advertising expenses, particularly information that normally would be included on a Member's business card. Advertising includes non-political messages re MLA contact information, office hours, meetings, etc which can be used for print, radio, TV, website, etc.

Advertising is part of the annual constituency expenses.

We realize MLAs get many requests for sponsorships, bursaries, gifts and other similar items from many worthy community organizations, however these types of items- are not permitted for reimbursement. A solution to offer the organization is to advertise in their material, flyer, brochure or pay for space to hang a banner at their event or location. In order for this to be acceptable for reimbursement you must submit an **invoice for advertising**, include **a copy of the ad**, and have **proof of payment** (receipt, cancelled cheque, or bank statement). Your advertisement must include your Name, MLA and at least one method of contact (phone, email, website). If the document you submit has any reference to a sponsorship or donation (that does not meet the requirements of Section 22), it will have to be declined for reimbursement. Similarily. if your advertisement is on a poster or sign or some other venue which states "Thank you to our Sponsors" or some other reference to sponsorship or a donation, it will have to be declined for reimbursement.

We realize that you may not have control over how your advertisement will be placed or portrayed, so it is important you advise the recipient of the advertising dollars of your requirements as an MLA and whenever possible, ask to review your ad prior to placement. In order to assist you with this, we have prepared a DRAFT statement that you can issue to those who request you advertise with them. You can edit this as you see fit, cut and paste it on to your own letterhead, and then distribute it to those who request you advertise with them.

- DRAFT Statement to Advertisers:

  "I am pleased to support your event/cause/organization as an advertiser. In order for me to meet the House of Assembly Management Commission regulations I must follow as an MLA, I will require my Name and Contact information to be advertised (I will provide you with the graphic), I cannot include a political party or caucus affiliation, I will require an invoice for advertising, and a copy of the ad. As well, since sponsorships are not permitted as an MLA, my advertisement cannot be associated with or referenced as a Sponsor. However I can be referenced as a Supporter or Advertiser. It is very important these guidelines be followed in order for me to advertise with your event/cause/organization."

Here is the approved MLA Advertising and Communication Guideline; also available under Director's Communications on the Members Only Site.

MLA Advertising and Communications Guidelines

Original issue February 2014, * Revised May 1, 2014

* *Revised May 1, 2014 - The MLA RENUMERATION REVIEW PANEL REPORT issued April 9, 2014 stated that effective November 1, 2013 there is no longer a 10% limit on the amount of the constituency allowance that can be spent on advertising, and the option of requesting an additional annual amount of $1,020 is eliminated. These changes are reflected in these guidelines revised May 1, 2014.*

These guidelines are provided to be in accordance with:

1) The House of Assembly Management Commission principle 4(1)(c) which states "all payments and reimbursements made under these Regulations must not relate to political parties
2) The Auditor General's February, 2010 Report, where the Auditor General outlined his position on non-partisan use of constituency funding:

   "Information for constituents regarding their constituency representative is important. It is also important that access and services to constituents be nonpartisan in fact and in perception. When information is presented in a partisan manner, there is an increased risk of creating barriers between some constituents and their representative. We believe advertising, as allowed under the constituency expenditures allotment, should be presented in a nonpartisan manner."
3) The Guidelines re use of Caucus Funding adopted by the House of Assembly Management Commission as Directive #2.

MLA Advertising

- Under clause 21(1)(h), a Member is entitled to be reimbursed for advertising expenses from their constituency allowance, particularly information that normally would be included on a Member's business card.
- Advertising includes non-political messages re MLA contact information, office hours, notice of meetings, messages of welcome or congratulations which can be used for print, radio, TV, website and other media.
- Members may use advertising funds to pay for their name and contact info to be in a flyer or brochure (or other relevant medium) for a sports or community organization.
- Holiday greetings in print, online, or on the radio or TV are considered advertising.

Advertising Eligibility

Per clause 15(4)(A) to ensure the ad meets eligibility requirements for reimbursement you will need:

- An invoice clearly stating the expense was for advertising
- A copy of the ad per regulation 15(4A) and (4B) (copy of “text” if on radio or TV voiceover).
- The ad must be non-partisan
- Your ad must include your Name, MLA and at least one method of contact (phone, email, website)
- Proof of payment (receipt, cancelled cheque, bank stmt)
- Ad or MLA must not be referenced as a Sponsor or Donator
- It is strongly advised to send sample text to Director for review prior to commitment

Sponsorships, Donations, Bursaries, Gifts

- Members cannot make a donation (monetary or gifts) or sponsor organizations, people or events.
- We realize MLAs get many requests for these types of contributions however they are not permitted for reimbursement.
- If the documentation you submit has any reference to a sponsorship or donation (that does not meet the requirements of Section 22), it will have to be declined for reimbursement.
- Similarly, if your advertisement is on a poster or sign or mural or plaque some other venue which states “Thank you to our Sponsors” or some other reference to sponsorship or a donation, it will have to be declined for reimbursement.
- Other options to assist community organizations are to advertise in their published material, or at the event or venue, or buy a ticket and attend their event.

Other ways to Support

- Advertise in the community organization’s published material or online site, or at the event or venue, or buy a ticket and attend their event (maximum of two tickets permitted per regulation 21(1)(k)).
- Memberships can be claimed in a community organization that normally charges membership fees (max $510 per year) and the organization can then use these funds to support a cause. Per normal, an invoice and receipt is required.
- A Member can claim the costs of certificates, cards, plaques, frames to commemorate significant events in the community or in the lives of constituents.

MLA Communications

- Communications include business cards, greeting, sympathy or holiday cards sent in the mail, certificate supplies, framing supplies.
- Communications also are newsletters, mail-outs, postcards, and websites that contain information of interest to constituents (electronic and mail).
- It is strongly advised to send sample text to Director for review prior to commitment

Guidelines for Communication Text

Many of the same principles that apply for advertising apply to Communications. These include:

- Communications to constituents should be non-partisan. In the Auditor General's February, 2010 Report, the Auditor General outlined his position on non-partisan use of constituency funding:

  "Information for constituents regarding their constituency representative is important. It is also important that access and services to constituents be nonpartisan in fact and in perception. When information is presented in a partisan manner, there is an increased risk of creating barriers between some constituents and their representative. We believe advertising, as allowed under the constituency expenditures allotment, should be presented in a nonpartisan manner."
- Examples of non-partisan messaging:
  - use terms like "the province" instead of "the government"
  - does not reference a party or caucus by name or logo (either your own or another member's)
  - does not include negative comments or criticize another member, caucus or party's policies or platforms or actions
  - is not used to overtly promote a current government's policies and slogans
- Messaging should not use un-parliamentary language.
- Direct quotes from the Hansard or press are permitted as the text is already public, however the principles above still apply.
- Messaging should not be campaign driven or election focussed, or perceived to be.
- Messages should be relevant to the MLA's constituents, refer to the constituency name in the message, and include information on issues, concerns and milestones in the constituency.

3.3 Assets and Inventory

Members can acquire furnishings and equipment for the operation of a constituency office either by direct purchase or on a leased basis. The House of Assembly Management Commission regulations stipulate that all assets greater than $50 acquired by MLA's for their constituency offices after October 27, 2009 are provincial assets and must be accounted for (regulation 23). Assets include furniture, office equipment, computing and mobile devices, and software. Under subsection 18(6) there is a $2,550 one time allocation provided for start-up costs associated with opening a constituency office. Expenditures beyond this limit are required to come from their monthly allocation. Regulation 23 describes the MLA guidelines and Directive #1 lists the eligible furniture and equipment.

Commission Directive #1

Re Office Furniture and equipment

In consideration of the Auditor General's points as well as the Regulations section 23(1)(a), the House of Assembly Management Commission (HAMC) is drafting this directive.

Members are entitled to acquire the following office furniture and equipment for themselves and their CA. In most cases it is presumed the number of furniture items or equipment is related to the number of individuals working in the office. This list is not meant to be exhaustive or all necessary, but is intended as reasonable examples for a standard constituency office.

Member's are entitled to $2,550 to start up an office and all other purchases are to come from the monthly constituency allowance of $4,282. In order to reduce costs to the Member and to the government, TIR has most of these assets in surplus and they can be made available free of charge rather than purchasing new. Delivery charges will apply.

Please note that if a Member is replacing an existing item of the same type, acquired on or after October 27, 2009, then adherence to the replacement provisions set out in the Regulations is required. All assets acquired on or after October 27, 2009 as expensable items, are Provincial assets.

Furniture & Equipment per 23(1)(a) that cost greater than $50.00

- Desks and/or workstations
- Credenza and/or bookcases
- Storage and shelving units
- Office dividers and/or privacy screens
- Ergonomic desk chairs (high/low back) with casters/wheels

- Visitor chairs and table for offices
- Visitor chairs and table for waiting area
- Equipment stand/console
- Filing cabinets (lockable, vertical or horizontal, two or four-drawer)
- Recycling boxes
- Coat racks
- Window coverings (blinds, curtains, etc)
- Meeting room table and chairs
- Small table(s) for reception area and offices
- Lamps

Computer Equipment per 23(1)(c) that cost greater than $50.00

Personal computers or laptop computers or any combination thereof not exceeding four units, (unless more staff in office) along with operating software (eg. MS Office Suite)

- application software (eg. Adobe)
- hardware peripherals (eg. mouse, speakers, memory cards, thumb drives, etc.)
- Network routers, switches, modems, and other equipment associated with a computer network
- One shredder
- One television set 32 inches or smaller
- Office and employee security devices
- One camera
- One air conditioner (if none provided in facility)
- Up to two printers (covered under 23(1)(f))
- One scanner (covered under 23(1)(f))
- One fax machine (covered under 23(1)(b))
- One photocopier (or lease arrangement) (covered under 23(1)(f))
- Telephones, with answering devices or services (covered under 23(1)(b))
- or a unit that combines some or all of the above functions

Other items as approved by the directive of the Commission under Clause 23(1)(h)

- small appliances such as kettle, drip coffee maker, toaster oven to a maximum of $50.00
- larger appliances such as mini fridge, microwave, heater, dehumidifier, water cooler, vacuum to a maximum of $200.00 amended May 30, 2013

3.3.1 MLA Asset Addition Process:

An MLA makes a purchase and submits the expense claim, including the original invoice and proof of payment, for reimbursement. For all assets purchased, a completed Asset Addition form **must be included** with their expense claim.

Any of the MLAs **tagged** assets will be identified on their online expense reports, and shown as "TAG#xxxxxx", which is entered into SAP at the time the claim is processed for reimbursement. If the MLA has not included a completed Asset Addition form with the claim, the MLA is contacted asking them to assign an inventory TAG to the item, and submit the completed form, which unfortunately delays the processing of your claim.

Inventory TAG stickers have been given to each of the CAs and fillable Asset Addition forms are available on the Members Only website. Should you require additional customized forms, or TAG stickers, please don't hesitate to contact Kira at 902-424-4478 or *Kira.Fitzgerald@novascotia.ca*.

At six month intervals, usually in October and March, we will send Archibus inventory reports to MLAs for their review and signature. The MLA must advise us of any changes or corrections so we can correct the reports.

House of Assembly
Nova Scotia

MLA - ASSET/ INVENTORY ADDITION

Page ________ of ________

Complete and attach this form with each invoice or expense claim for an asset(s) purchase.
Examples of assets are furniture, office equipment, computers, and cell phones.

MLA Name ______________________ City/Town ______________________
Street Address ______________________ Office Phone ______________________
______________________ Contact Name ______________________

Tag No.	Item and Description (colour, size, material, etc)	Model No.	Serial No.	OFFICE USE ONLY: Class Code

______________________ Member Signature ______________ Date

For Office Use Only

Department ______________ Division ______________
Section ______________ Subsection ______________
Building ______________ Floor ______________
Room ______________

Expense Claim Doc No. ______________________

Activity Check	Date	Initial
ARCHIBUS		
SAP		
Capital Asset Record		

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MLA Asset Disposal Process:

Per HAMC Regulations 23(6)-(8), if an MLA wishes to dispose of an asset they need to identify the item and the reason for the disposal to the Speaker's Office.

For this process an Asset Disposal Form needs to be completed, signed, dated and returned to the Speaker's Office, either via mail, fax or email. This includes any and all items that are **tagged** regardless of value (e.g. cell phones, cameras, office furniture and equipment). Keep in mind, if the item is damaged and has been tagged as a Provincial Asset, it must be disposed of according to procedure.

House of Assembly
Nova Scotia

MLA - ASSET/ INVENTORY DISPOSAL

Page ________ of ________

Complete and attach this form with each invoice for an asset(s) purchase.
Examples of assets are furniture, office equipment, computers, and software.

MLA Name ____________________ City/Town ____________________
Street Address ____________________ Office Phone ____________________
____________________ Contact Name ____________________

Tag No.	Item	Reason for Disposal	OFFICE USE ONLY: Original Doc #

____________________ Member Signature ____________________ Date

For Office Use Only

Department ____________________ Division ____________________
Section ____________________ Subsection ____________________
Building ____________________ Floor ____________________
Room ____________________

Activity Check	Date	Initial
ARCHIBUS		
SAP		
CC to Director		
Capital Asset Record		

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1. The MLA completes and signs the **Asset Disposal Form** identifying the items to be removed and sends it to the Property and Personnel Administrator, Kira Fitzgerald (email *Kira.Fitzgerald@novascotia.ca* or fax 902-424-2404) at the Speaker's Administration Office.

2. MLA should not remove the hard drive, memory card or sim card from a computing device/cell phone.

3. Once processed by the Property and Personnel Administrator, your office will be advised how the item should be disposed of (either pick up or delivery by courier).

4. Once the transaction is complete the Property and Personnel Administrator will receive confirmation the item has been received (i.e. transfer voucher) and will forward a copy to the MLA office.

The asset disposal form is available under Forms on the Members Only site *nslegislature.ca/index.php/login/logged in/forms/*

3.4 Barrier-free Requirements

The MLAs constituency office **must** be barrier-free and if possible, on a public transit route. See regulations 18, 19 and 19A. The MLA may need to negotiate with the landlord to incorporate the barrier-free features in the space and if required, the landlord may need to increase the rent accordingly.

Regulation 19(1) states the member shall research and locate space "using Internal Services as a resource". If a member cannot locate a barrier free office in their constituency then they may call upon Internal Services (Sid Rahey 902-424-0142) for assistance for office buildings in the area. It is recommended the MLA review the barrier-free checklist (at the bottom of the Barrier-free Compliance Plan) and the more detailed Building Checklist (both available on the Members' Only website) with the landlord as part of the lease negotiation. If there are minor items that require modification, the Barrier-free Compliance Plan form should be completed outlining the implementation plan over the following 12 months, and the form submitted to the Speaker's Office.

If there are items of a more serious or significant nature, and it has been determined with Internal Services there are no other suitable barrier-free spaces available in your area, then contact the Speaker's Office. There are several avenues to be explored depending on the situation (e.g. extended lease to accommodate leasehold improvements, different lease terms, repeat compliance plans, etc.). A site visit may be required in these hopefully exceptional and unusual situations.

3.4.1 Barrier Free: New Members in 2017

Subsection 19A(1) of the House of Assembly Management Commission Regulations (Regulations), provides that an MLA, who was elected for the first time during the May 2017 general election, has 12 months from the date of their election to comply with the barrier-free requirements for that space. If the new space requires upgrades to be compliant, it is recommended these items be negotiated with the landlord and included in the lease to be completed within 12 months.

This means that no later than 12 months from the date of the MLA's election (May 30, 2017) the MLA must confirm in writing to the Speaker's Office that the office space complies with the barrier-free requirements. The Barrier-free Compliance Plan form is to be used for this confirmation.

If written confirmation is not provided, the MLA's office space is deemed to be non-compliant space. This will trigger subsection 19(4) of the Regulations which means that no reimbursement of office lease expenses will be permitted if the space does not meet the barrier-free requirements.

3.4.2 Barrier Free: Returning Members

Subsection 19A(2) of the Regulations applies to an MLA who was elected before the 2017 general election AND was re-elected in the 2017 general election AND continues to occupy the same office space as before the election. Everything stated for New Members above applies except that instead of the 12 months from the MLA's election to comply with the barrier-free requirements for that space, the time period is 36 months from the date of the general election. The deadline is May 30, 2020.

If a returning MLA enters a new lease prior to the expiry of the 36 month time period the space must meet the barrier-free requirements.

3.4.3 Barrier Free: For all Members

In the event that at the end of the deadline the MLA is unable to confirm that the space is compliant, the options available to the MLA are:

a) Subsection 19A(4) of the Regulation allows an MLA to occupy space that does not meet the barrier-free requirements only if it is on a month-to-month basis and only for a period up to 12 months, IF a compliance plan is filed indicating how the member will arrange barrier-free space within that 12 months (in some cases this could mean breaking/changing the existing long term lease, which could be costly and challenging and not an ideal solution);

OR

b) obtain a waiver from the House of Assembly Management Commission pursuant to subsection 19A(3) of the Regulations on the basis that the non-compliance is merely technical in nature;

OR

c) stay in the leased space and pay for the lease from their personal funds without the possibility of being reimbursed.

Upon filing a compliance plan with the Speaker's Administration Office pursuant to clause 19A(4)(b)of the Regulations it will be posted on the website in accordance with subsection 19A(6) of the Regulations. The plan is a public document.

3.4.4 Key points

- If the MLA cannot provide written confirmation that the leased space is barrier free after the time periods, the compliance plan must be completed indicating the issues and plans to rectify the issues.

- MLA compliance plans will be posted publicly on the Legislature website.

3.4.5 Braille signage.

The following supplier will provide advice on braille signage and the placement of it.

- United Signs 21 Raddall Ave, Dartmouth, NS B3B 1L4, +1 902-468-6161 Contact: Jennifer
- Many signage installers provide the same product and service so feel free to contact a supplier of your choice.

General Signage: A sign incorporating the international symbol of accessibility, indicating the location of each accessible entrance (accompanied by Grade II Braille near the bottom edge of the sign)

- Letters and numbers sans serif (serifs are non structural details on the ends of some of the strokes that make up letters and symbols)
- Glare free finish
- Strong contrast with background
- Illumination sufficient for legibility

Tactile Signage (raised): Tactile (raised) signage is required to identify entrance, TTY (Teletype writer) barrier free washrooms, showers, elevators and parking spaces.

- Sign is tactile (accompanied by Grade II Braille near the bottom edge of the sign)
- Thickness of tactile characters or symbols 16mm – 50mm
- Letters and numbers sans serif
- Maximum distance from floor to horizontal centreline of sign: 1500mm +/- 25mm
- Maximum distance from door or opening: 150mm +/- 1 mm
- Recommend ONE colour of sign for all the offices to avoid install confusion and to adhere to the requirement for high contrast (for percentage visually impaired persons compared to absolute blindness etc). Black background with white raised braille is advised.

The Canadian Standards Association document has very specific guidelines on the application of Braille symbols and this should be referenced in detail by the provider of the signage and the installer.

Please contact the recommended supplier or one of your choice to assist you with the placement of braille in your offices which is required to meet the barrier free requirements for your constituency office.

House of Assembly
Nova Scotia

Constituency Office Barrier-free Compliance Plan

MLA Name ___________________________ Constituency ___________________________

Street ____

Municipality __________________________________ Postal Code ________________

MY OFFICE IS BARRIER-FREE

I certify my constituency office meets the barrier-free requirements as outlined in the House of Assembly Management Management Commission Regulations.

MLA Signature ______________________________ Submission Date _________________

MY CONSTITUENCY OFFICE IS NOT BARRIER-FREE

I confirm that my constituency office is not compliant with the barrier-free requirements. I understand that I may continue to occupy the non-compliant space only on a month-to-month basis for a maximum of 12 months and that I must set out below my plan to render the space compliant with the barrier-free requirements during the 12 month-to-month period.

My office is not barrier-free for the following reasons:

____
____
____
____
____

I intend to do the following to remedy the non-compliant reasons listed above:

____
____
____
____
____
____
____
____

MLA Signature ____________________________________ Submission Date ________________________________

Review ______________________ Date ___________ Approved ____________________ Date ___________
Director of Administration The Honourable The Speaker

Barrier- free Check List

Parking
- Paved Lot
- One van-accessible space with signage

Barrier Free approach
- Curb cut
- Ramp
- Sidewalk

Meeting Space and general accessibility
- Braille signs
- Sized and spaced for accessibility
- Audible and visible alarms

Doors and entrance
- Level threshold (may include ramp or elevator)
- Sized and spaced for accessibility
- 2 kg door opening pressure or power door

Washrooms
- Raised toilet
- Accessible sink
- Sized and spaced for accessibility
- Grab bars
- Appropriate dispensers
- Installed at correct height
- Braille signs

A more detailed checklist is available on the Members Only site at *nslegislature.ca/index.php/login*

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3.5 Office Insurance

Members of the Legislative Assembly are entitled to insurance coverage for their Constituency Office through the Office of the Speaker Administration in conjunction with the Department of Internal Services. Most MLAs have one constituency office (some have two depending on the size of their constituency), for which they will require personal property and third party liability insurance. The insurance coverage is as follows:

Type of Coverage	Limits of Liability	Deductible
Personal Property	$20,000 $2,000 per Laptop (additional charge)	$250 per each occurrence
General Liability	$2,000,000 Bodily Injury and Property Damage Combined	N/A
Non-owned Automobile	$2,000,000 Bodily Injury and Property Damage combined.	N/A

The cost of the above insurance per office is $225.00 for April 1 to March 31. There is an additional charge for laptop computers. If a member applies for coverage part way through a year, the member's cost will be prorated.

The Office of the Speaker will charge the Members constituency account directly.

Any time items are acquired or disposed of that are shown on your insurance application, we need to advise the Insurance Department. Please send this information to Alison MacKenzie (email Alison.MacKenzie@novascotia.ca or fax 902-424-2404).

Also if you move your office location notify the Speaker's Administration Office promptly.

House of Assembly
Nova Scotia

Application for Constituency Office Insurance

I, ____, M.L.A. for ____,
Member's Name Constituency

hereby apply for personal property and public liability insurance being offered by the Province of Nova Scotia. My constituency office is located at ____, Nova Scotia.
Civic Address

The mailing address of that office is ____, Nova Scotia.
Postal Address

The telephone number is ______________, fax number is ______________, email ___________________________.

The constituency office is primarily constructed of ______________________________, and _________ persons work(s) at the office.
Wood Frame, Brick, Concrete

A listing of the items of major equipment, excluding laptop, together with serial number(s) or identifying number(s) contained thereupon is as follows:

Equipment	Manufacturer	Serial Number/Identification Number

I wish coverage to commence on ____.
Day, Month, Year

I understand that I am to forward this application to the Administration Office of the Speaker. I also acknowledge that coverage for a laptop computer is an "extra" at the rate of $4.00 per $100.00 of value. I ___________ want this coverage and my laptop
do/do not

value is $________________________ and the make/model and serial number are as follows:
insert value if relevant

____

____

I acknowledge that basic insurance premium is $225.00 per year and that there is a $250.00 deductible upon property loss. I also acknowledge that basic personal property coverage is limited to $20,000.00 and includes plate glass coverage. I further acknowledge that the public liability coverage is Two Million Dollars ($2,000,000.00).

_________________________ ___________________________________
Date Signature of M.L.A.

3.6 Office Operation Costs - General

These costs include rent, utilities, taxes, insurance, security, cleaning services and supplies, maintenance (snow removal, sanding, salting), parking, minor renovations, signage, and meeting room rentals.

In addition they include furniture and office equipment, phones/faxes, support staff, office supplies, advertising, communications, printing, photocopies, postage, newspapers, staff professional development, database maintenance, and community dinner, festival or event tickets (maximum of 2).

3.7 Office Security

Depending on the location of your office and the type of building you are in, a member should consider if security services are a requirement for the constituency office.

Security options may include a panic alarm, a wired in smoke detector and fire alarm, burglar alarm, motion detectors and video surveillance.

Internal Services provides security services to Government. All requests for security audits (CPTED) or advice relating to alarm requirements, lighting, locks, etc. can be directed to Ian Burke, Security Officer for the Province.

Ian recommends a system called, IMPASSA, from Wilson's Security. It is affordable (approximately $1000.00) and transportable (it is wireless and can be moved and/or used in a future MLA's office. This system can operate as a multi-use system which incorporates door alarms, motion detectors and a panic button; or separate components. A few MLAs already have
this system installed.

Please feel free to contact Ian Burke for a more detailed discussion about your office's requirements at *Ian.Burke@novascotia.ca*, Office 902-424-2928

3.8 Office Space Costs

There is a standard lease format that should be used (accessible on the Members Only Site) and must be between the owner of the space and "Her Majesty the Queen in Right of the Province of Nova Scotia, represented in this behalf by The Honourable Speaker of the House of Assembly", thus signed by The Speaker. To comply with the regulations, the lease must stipulate it be terminable within 3 months (90 days) of a member ceasing to be a member.

Regulation 18(2) states Internal Services will “assess each constituency office lease”. This only applies when the standard lease (one page lease) we provide in the Members’ Manual is not accepted by a prospective landlord or when we think the rent is unusually high for the space.

Per regulation 19B(2)(b) the standard lease states”…the lease is terminable within 3 months after the member ceases to be a member”. If your landlord insists on a more complex lease, it is important this termination wording be included. All non-standard leases will be sent to Internal Services for review so please allow at least a few days for this process to occur.

The space cannot be leased from an associated person, and must be separate and apart from a Member’s residence or other place of business. Rent cannot be claimed for any portion of a person’s home, even if a portion is dedicated for constituency purposes.

The Speaker’s Office requires a copy of the current constituency office lease, and prefers to pay the landlord directly. The member’s constituency allowance account can be directly charged without the member having to disburse funds, submit a claim and wait for reimbursement. A completed Recurring Payment Authorization form (available on Members’ Only website) must be submitted to Kira Fitzgerald at the Speaker’s Administration Office with the lease in order to do this. If the landlord prefers the rent be deposited directly into their account, they must submit a void cheque, and a completed Electronic Funds Transfer form along with the completed office lease. The company information on this form MUST match the exact name, address and HST/Business/Social Insurance number recorded on the lease, and as listed with the Registry of Joint Stock Companies and CRA.

Regulation 19B requires Internal Services to confirm the rent for the space is at fair market value. The Speaker’s Office will confirm this with Internal Services, once we have your lease. If you have any concerns or questions about the proposed rent, then I suggest you contact the Speaker’s Office prior to completing space negotiations.

Once you are comfortable with the location, the rent amount, that it is barrier-free (or you have a plan to make it that way) then complete the lease with the pertinent details and send it to the Speaker’s Administration Office to obtain the Speaker’s signature.

House of Assembly
Nova Scotia

Constituency Office Lease Agreement

THIS LEASE made this,__________________ day of _________________, __________
(Day) (Month) (Year)

BETWEEN ____

____
(LANDLORD - Name and Address))

- and -

HER MAJESTY THE QUEEN in right of the Province of Nova Scotia, represented in this behalf by the Honourable Speaker of the House of Assembly (hereinafter called the "Tenant")

The Honourable ____, Speaker of the House of Assembly
(TENANT - Speaker's Name)

THE LANDLORD hereby leases to the **TENANT** all that certain office space consisting of ______________________________
____ (_________) square feet, called the "leased premises" located at
____
(Address of office space being occupied)

For ____ (MLA NAME - name of the Member of the House of Assembly).

THE LEASE shall be for a period of ____________________ (______) months/years commencing on the _________ day of ______________, and continuing on a month to month basis thereafter. The tenant shall have the option to terminate this lease by providing ninety (90) days written notice to the landlord, if the member ceases to be a member, with the exception of a thirty (30) day notice to quit in the event of a month to month lease.

THE TENANT shall pay to the Landlord the sum of ________________________ dollars ($) plus/ including applicable taxes, for a total amount of ________________________ dollars ($) per month, for the leased premises, payable in advance on the first of each month.

SERVICES AND FACILITIES shall be supplied and/or paid for as follows:

Services and Facilities	Landlord	Tenant	Services and Facilities	Landlord	Tenant
Heat	■		Occupancy Tax (if applicable)		■
Electricity	■		Building Maintenance	■	
Water	■		Snow Removal/Ice Control	■	
Realty Tax	■				

THIS LEASE AGREEMENT constitutes the entire Lease Agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, writing, agreements, and all other communications between the parties unless specifically addressed in the Lease Agreement.

IN WITNESS WHEREOF ____
(Landlord Name)

And HER MAJESTY THE QUEEN have caused this Lease to be executed by themselves or their respective officers duly authorized in that behalf.

______________________________________ ______________________________________
Witness to Landlord Signature | Landlord Signature and Title

______________________________________ ______________________________________
Witness to The Speaker of the House of Assembly Signature | The Honourable Speaker of the House of Assembly Signature

Rev 28Jul2015

House of Assembly
Nova Scotia

MLA Recurring Payment Authorization
Office of the Speaker

MLA ______________________________________ Constituency ______________________________________

Constituency Office Lease

Copy of Lease attached ❑ Yes ❑ No

HST Included ❑ Yes ❑ No

Start Date _________________________ End Date _________________________

If Rate Increases in Lease Effective Date _________________________

I request this lease be set up as a monthly recurring payment. ❑ Yes ❑ No

Apartment Lease

Copy of Lease attached ❑ Yes ❑ No

HST Included ❑ Yes ❑ No

Start Date _________________________ End Date _________________________

If Rate Increases in Lease Effective Date _________________________

I request this lease be set up as a monthly recurring payment. ❑ Yes ❑ No

MLA Authorization

I authorize the Office of the Speaker to contact my landlord(s) to set up an automatic monthly payment of the lease(s) I have indicated above; with payment direct to the Landlord through a monthly electronic funds transfer; and to notify the Office of the Speaker if I terminate my lease prior to the end date; and to notify the Office of the Speaker if there is any change in the rental increase or lease terms. I understand the amount net of HST will be charged directly to my monthly Constituency or Living Allowance and any over spending or errors in payments as a result of my not notifying the Office of the Speaker will be my responsibility.

_________________________ ___________________________________

Date Signature of M.L.A.

Rev 02FEB2011

3.9 Open House

Members are permitted to have up to four (4) annual constituency open houses at a cumulative cost of no more than ten per cent of the monthly constituency allowance ($428.00). Please submit these expenses on a separate claim labelled Open House. Advertising for the event or room/hall rental is not considered part of the open house budget.

3.10 Phones

Members should have dedicated lines or cell phones for constituency business. All invoices must be in the Member's name and show the constituency address. **Residence phone lines** are ineligible expense items.

3.11 Pins and Flags

Annual Allotment

Once every calendar year, usually in January, MLAs are provided an allotment of pins and flags which consists of:

- 25 3x6 flags
- 50 desk flags
- 1200 lapel pins.

This allotment is per MLA, regardless of how many constituency offices the MLA may have.

Additional Pins and Flags

If an MLA wants to order additional pins and flags, they may order them from Protocol through their caucus office. For these items, the Speaker's Office will charge the MLA's order number directly by journal entry.

3.12 Protocol Office - Gift Bank

The Protocol Office encourages MLAs to visit their Gift Bank to browse unique gifts made by local artisans. You must pay with a personal cheque at the time of purchase. Gift items are NOT eligible MLA expense and are NOT eligible for reimbursement. The Protocol Office and showroom is at One Government Place, Barrington Level. If you have any questions please connect with Glennie Langille at 902-424-4194.

4.0 Travel expenses

Travel claims can be submitted bi-weekly or on a monthly basis. There are two types of travel claims and it is important the claims are kept separate. As well, monthly travel is tracked by the Department of Finance so do not put different month's travel on one claim. Eg. July only travel on a July claim.

1. Travel related to Commuting (includes regular caucus meetings), Out of Town Caucus, Committees, Conferences and Per Diems. You use the claim form titled *Travel Log — related to Other Travel and Per Diems* for these types of claims. See 4.1.1.
2. Travel related to Constituency work or related to your duties as a MLA. You use the claim form titled *Travel Log — related to ConstituencyTravel Allowance* for these types of claims.

4.1 Travel related to Commuting, Out of Town Caucus, Committees, Conferences and Per Diems

4.1.1 Commuting Trips

Outside Members

A Member whose principal place of residence is more than 100 kms from Province House is an Outside Member and are eligible for Commuting Trips. Members can be reimbursed for 52 return trips from April to March to Halifax to attend regular caucus meetings and sittings of the House. If you use tolls or bridges for your travel, we suggest you obtain a Mac Pass as you can use the statement for your expense claim (as receipts are required).

When the House is not sitting, an Outside Member can only be reimbursed for two nights' accommodation and three per diems for each commuting trip. Allowances do not apply on weekends or statutory holidays unless in exceptional circumstances, where the Speaker determines that travel on a holiday or Saturday or Sunday is necessary.

Inside Members

Inside Members (those whose residence is within 100 kms of Province House) cannot claim for commuting travel costs or commuting per diems under Other Travel. However an inside Member can claim the mileage to travel to Halifax on the Constituency Travel form "in relation to your duties as a member", provided there are funds available in the Constituency allowance. See section 4.2.

4.1.2 Legislature per diems

Inside and Outside Members can claim a per diem of $50 for each day the House sits and the member is in attendance to cover the cost of meals and other incidentals. These per diems go on the Other Travel form.

4.1.3 Out of Town Caucus Trips

A Member can claim for mileage, meals and accommodation for four trips annually to attend an out of town (outside Halifax) caucus meeting.

4.1.4 Committee Expenses

A Member can claim for mileage, a per diem of $50 for not more than 2 days to cover the cost of meals and other incidentals, and accommodation (not to exceed one night).

4.1.5 Ottawa Trips

A Member can claim for economy air fare, normal ground transportation, a per diem of $100/day to cover the cost of meals and other incidentals, and accommodation (at government rates) for two return trips annually to attend meetings in Ottawa.

4.1.6 Parliament or Legislative Meetings or Conferences

A Member can claim for economy air fare, normal ground transportation, a per diem of $100/day outside Nova Scotia but within Canada, and $150/day if outside Canada, to cover the cost of meals (when meals not provided for) and other incidentals (i.e. parking or taxis) and accommodation to attend parliamentary or legislative meetings or conferences, if approval from the Speaker is obtained in advance. Proof of the Speaker's consent must accompany the *Travel Log — related to Other Travel and Per Diems* form when submitted for reimbursement. If the conference itinerary and/or registration includes meals, the cost of the meals per the civil service Travel Policy per diem must be deducted from the MLA per diem.

4.1.7 Mileage, Meals and Accommodation Guidelines

Rate per kilometre: The current rate to be claimed is $0.4289 cents per kilometre, calculated in accordance with the shortest and most convenient route from a Member's residence to Province House.

Per Diem Allowance: A per diem of $50 is provided to cover the cost of meals and other incidentals or a Member can submit a reasonable amount, accompanied by proper receipts (except for commuting and committee trips, which only pay the maximum of the per diem paid to civil servants, currently $50). A per diem of $100/day outside Nova Scotia but within Canada, and $150/day if outside Canada, to cover the cost of meals and other incidentals.

Hotel Rates: The current maximum that can be reimbursed for hotel accommodations is the government rate for the establishment (providing the Member does not have an apartment).

House of Assembly
Nova Scotia

TRAVEL LOG - related to OTHER TRAVEL and PER DIEMS

Page *1* of *1*

This form is to record the Travel related to trips for Commuting, Out of Town Caucus, Committees, Conferences etc. and Per Diems.

Constituency *Halifax/Dartmouth*
MLA Name *John Doe*
Address *123 Anywhere Street, Suite 3, Dartmouth*
Contact Phone *902-424-2404*
Contact Email *youremail@ns.sympatico.ca*
Month/Year *October 2015*

For Administration Entry Only

Vendor # ____ Document # ____
Cost Centre # ____ Order # ____
CO ID # ____ Exch Rate ____

Date	Details of Travel	Purpose (Commuting, Out of Town Caucus, Committee (identify), etc.	Mileage (kms)	Per Diems	Expense Description	Expense Amount ($)	Inv Y/N	Proof Y/N	Tax Code	Qty	Data Entry Description	Total Cost	GL
20 Nov	*CPA Edmonton*	*Conference*		*4*	*Hotel*	*$ 400.00*							
					Airfare	*$ 700.00*							
28 Nov	*Hfx to B-water to Hfx*	*Commute*	*600*	*1*									
		Sub Totals	*600*	*5*		*$ 1100.00*					**Total**		

x Mileage rate .4289	*$ 257.34*
Per Diems x $50.00	*$ 250.00*
TOTAL Claim	*$ 1,607.34*

(1) Start a new Travel Log form after each travel claim is submitted.
(2) Attach detailed receipts and proof of payment with your claim.
(3) Enter each receipt or item on a separate line.

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations thereunder and any applicable directives of the House of Assembly Management Commission.

John Doe
MLA Signature

12 Oct 2017
Date

Approved for payment

Date

Rev 18Apr2017

4.2 Constituency Travel

Members can be reimbursed for travel within the constituency or travel in relation to the Member's duties. This includes mileage to travel to your office and to Halifax (inside members only). If you use tolls or bridges for your travel, we suggest you obtain a Mac Pass as you can use the statement for your expense claim. Use the Constituency Travel form to claim these expenses, provided there are funds available in this allowance.

Travel costs (mileage, destination, purpose) should be recorded by day. You can use the *Travel Log — related to Constituency Travel form*. Mileage is reimbursed at $0.4289 per kilometer. Meals and accommodation expenses will be approved only when:

- the mileage for the trip exceeds 250 km one way, or
- 500 kms return

We suggest the Member print many of these forms and attach them to a clip board to keep in their personal vehicle. When you take trips related to Constituency Travel record these in the Travel Log so that you have an accurate record, which is required to claim reimbursement. Use the Constituency Travel Mileage Log and claim form mostly for travel within the constituency but could have some travel outside the constituency related to duties as a Member. Do not use this form for commuting, out of town caucus, or committee per diem reimbursements.

House of Assembly
Nova Scotia

TRAVEL LOG - related to CONSTITUENCY TRAVEL

Page *1* of *1*

This form is to record the Travel (mileage, meals, accommodation) related to Constituency Business.

Constituency: *Your Town*
MLA Name: *John Doe*
Address: *123 Anywhere Street, Suite 3, Your Town*
Contact Phone: *902-424-2404*
Contact Email: *youremail@ns.sympatico.ca*
Month/Year: *October 2015*

For Administration Entry Only

Vendor # ______ Document # ______
Cost Centre # ______ Order # ______
CO ID # ______ Exch Rate ______

Date	From	To	Purpose	Mileage (kms)	Expense Description	Expense Amount ($)	Inv Y/N	Proof Y/N	Tax Code
1–2 Oct	Office	Shelburne	Evening Meeting re fisheries & logging	322					
					Meals	$ 14.98			
					Hotel	$ 120.00			
4 Oct	Office	Next Town	With constituent to tax meeting	21					
5 Oct	Office	Another Town	Weekly meeting	48					
6–8 Oct	Office	Yarmouth	Conference re Atlantic Fishery	160					
12 Oct	Office	Your Town	Visiting shut-in constituents	5					
14 Oct	Office	Your Town	Meeting with Mayor re School Buses	2					

Totals	558		$ 134.98
x Mileage rate .4289	$ 239.33		
TOTAL Claim	$ 374.31		
GL Account #	638100		

(1) Start a new Travel Log form after each travel claim is submitted.
(2) If the trip exceeds 250 kms one way, a meal may be claimed as part of your travel. Record the amount in this box and attach detailed receipt and proof of payment with your claim.
(3) If the trip requires overnight accommodation, the expense may be claimed. Record the amount in this box and attach detailed receipt and proof of payment with your claim.

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations there under and any applicable directives of the House of Assembly Management Commission.

John Doe — MLA Signature
12 Oct 2017 — Date

Approved for payment ______ Budget Checked ☐ Date ______

Rev 18Apr2017

SAMPLE

5.0 Living allowance

An outside Member can be reimbursed up to $1,499 / Ministers up to $1,700 per month, for expenses related to having rental accommodation in the City of Halifax, with receipts and proofs of payment, on the Living Allowance Claim form. A copy of the lease must be on file at the Speaker's Office and then a monthly invoice is not required. Approved expense items include:

- accommodation rental;
- the cost of parking for one vehicle at or near the rental unit;
- the cost of utilities provided to the rental unit;
- a security deposit;
- the cost of keys or other security devices or services;
- the cost of Internet, cable television and telephone service;
- the cost of tenant insurance;
- the cost of the rental of appliances or furnishings; and
- the cost of vacuum, mini fridge, microwave, heater, water cooler, air conditioner and dehumidifier to a maximum per unit cost of $200.00 and small appliances such as kettle, drip coffee maker and toaster oven to a maximum per unit cost of $50.00.

Effective November 1, 2013 furniture and appliance purchases (excluding mattresses and linens) made by members for their rental accommodation are provincial assets and will need to be tagged and recorded on their inventory. Follow the same Asset Addition process outlined in section 3.3.1.

A newly elected outside member is entitled one time to be reimbursed up to $2,550 for furnishings, utensils, cookware, linens and appliances as are required to set up their rental accommodations. Please include all start up items on one separate Living Allowance Claim, submitted with a completed Asset Addition form for reimbursement.

Ineligible expenses include: the cost of televisions, radios, CDs, DVDs, DVRs or other forms of entertainment systems or machines.

Direct Payment to Landlord: The Speaker's Office requires copies of the current rental lease, and prefers to pay the landlord directly. The member's living allowance account can be directly charged without the member having to disburse funds, submit a claim and wait for reimbursement. The Member must complete the Recurring Payment Authorization form along with the lease, and submit both to Kira Fitzgerald at the Speaker's Office (*Kira.Fitzgerald@novascotia.ca* or 902-424-2404).

When an outside member is defeated in an election or resigns, the Member is entitled to a maximum of two return trips from his or her ordinary residence to Halifax to vacate the Member's rental accommodations and the Member's personal caucus office.

It is the responsibility of the member to monitor their lease terms (month to month is best if an election or retirement is pending) and to provide proper notice to the landlord to sever the lease. Rent can only be paid for 3 months after the member ceases to be a member.

Apartment leases are usually year-to-year leases rather than month-to-month leases. As well, year-to-year leases usually renew automatically to continue as year-to-year leases. There is a very important difference between year-to-year and month-to-month leases respecting the giving of notice to quit when you wish to vacate your apartment; because you would like to move to another apartment or because you are no longer an MLA. A year-to-year lease requires three months' notice before the end of the 12 month period of the lease or any 12 month renewal period. In contrast, a month-to-month lease only requires one month notice before the end of any month.

So if, for example, you have entered into a year-to-year apartment lease starting November 1st last year or some previous year, a notice to quit would be have to be given before August 1st this year to vacate the apartment by October 31st this year. After July 31st there would not be another opportunity to vacate for 15 months. In contrast, one month's notice could be given in the case of a month-to-month lease (before October 31st) and the next opportunity to vacate would be in just one month. When you cease to be an MLA, the Office of the Speaker will only reimburse you for a maximum of three months' rent. Obviously, it is to your advantage to have the greater flexibility of a month-to-month lease rather than a year-to-year lease.

Fortunately, you can convert a year-to-year lease to a month-to-month lease. You may give notice to quit as outlined above for a year-to-year lease and request in writing that the lease be converted to a month-to-month lease. Your landlord cannot arbitrarily or unreasonably withhold his consent. It is recommended that this be done at least three months' before the end of your present lease term notwithstanding that you may contemplate occupying your apartment for years to come.

Outside Members who choose hotel accommodations instead of rental accommodation: The monthly allowance for hotel accommodation is the same as that for rental accommodation, $1,499 per month. The cumulative unspent amount from the month prior can carry forward to future months. For those using a hotel, this could cause a problem with the House sitting for the month of April, as you can only claim to the max of $1,499.00. Please put the balance on May's claim, and so on.

Inside Members requiring overnight accommodation: If an inside member requires overnight accommodation due to inclement weather, the time of day, or some other reason, they may claim reimbursement for an overnight stay in Halifax. Attach the invoice and proof of payment and submit the expense on the **Other Travel Claim** form.

Annually on May 1 each non-outside member who has claimed reimbursement for overnight accommodation shall provide to the Clerk of the House a report setting out the dates **and the reason in each case** for the overnight hotel stays for the fiscal year ending on March 31st. "The House sitting" is not a valid reason and more explanation is required.

House of Assembly
Nova Scotia

MLA Living Allowance Expense Claim

Page *1* of *1*

This form is to record the monthly Living Expenses like rent, communications (phone, internet, cable TV), etc and Furniture Start Up Allowance.

Constituency *Your Town*
MLA Name *John Doe*
Address *123 Anywhere Street, Suite 3, Your Town*
Contact Phone *902-424-2404*
Contact Email *youremail@ns.sympatico.ca*
Month/Year *October 2010*

For Administration Entry Only

Vendor # ____ Document # ____
Cost Centre # ____ Order # ____
CO ID # ____

Invoice Date	Supplier Name	Invoice Number	Cdn $ Amount	Invoice Y/N	Proof Y/N	Tax Code	Qty	Description (vendor, inv # or date, item or service)	Total Cost	GL #
1 Oct	*Halifax Apartments October rent*	*1-Oct*	*$ 900.00*							
28 Oct	*NS Power*	*28-Oct*	*$ 48.73*							
15 Sep	*Eastlink*	*217653*	*$ 52.43*							
14 Oct	*Bell Aliant*	*INV239762*	*$ 43.29*							
1 Oct	*AFBC Insurance (6 mos)*	*549876*	*$ 300.00*							

SAMPLE

Total Cdn Amount This Page	*$ 1,344.45*
Total Claim Value	*$ 1,344,45*

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations there under and any applicable directives of the House of Assembly Management Commission.

John Doe — MLA Signature
12 Sep 2010 — Date

Approved for payment — Budget Checked — Date

Rev 17Dec2015

Electronic Claim Forms can be found on the Members Only Site see page 7.

House of Assembly
Nova Scotia

MLA Recurring Payment Authorization
Office of the Speaker

MLA ____ Constituency ____

Constituency Office Lease

Copy of Lease attached ❑ Yes ❑ No

HST Included ❑ Yes ❑ No

Start Date ___________________________ End Date ___________________________

If Rate Increases in Lease Effective Date ___________________________

I request this lease be set up as a monthly recurring payment. ❑ Yes ❑ No

Apartment Lease

Copy of Lease attached ❑ Yes ❑ No

HST Included ❑ Yes ❑ No

Start Date ___________________________ End Date ___________________________

If Rate Increases in Lease Effective Date ___________________________

I request this lease be set up as a monthly recurring payment. ❑ Yes ❑ No

MLA Authorization

I authorize the Office of the Speaker to contact my landlord(s) to set up an automatic monthly payment of the lease(s) I have indicated above; with payment direct to the Landlord through a monthly electronic funds transfer; and to notify the Office of the Speaker if I terminate my lease prior to the end date; and to notify the Office of the Speaker if there is any change in the rental increase or lease terms. I understand the amount net of HST will be charged directly to my monthly Constituency or Living Allowance and any over spending or errors in payments as a result of my not notifying the Office of the Speaker will be my responsibility.

___________________________ ____

Date Signature of M.L.A.

Rev 02FEB2011

6.0 Member's Responsibilities as an Employer

A Member may not employ an associated person and is responsible for managing the employee-employer relationship for all staff that he/she hires to work in their constituency office.

Through the Office of the Speaker Administration, the PSC will provide Payroll, Human Resource services and support, and give HR advice as required.

Human Resource (HR) support is provided by the NS Public Service Commission - WTCC Unit. Your contact is Cathy Kalbhenn, her phone number is 902-424-5934 and email is *Cathy.Kalbhenn@novascotia.ca*. The office is located on the 4th floor of the WTCC.

Payroll support is provided by the Department of Finance, Payroll Client Relations Division. Your contact is Dena King, her phone number is 902-424-8883, email is *Dena.King@novascotia.ca,* and fax number is 902-722-5047. The office is located on the 5th floor of the Provincial Building, 1723 Hollis Street.

It is essential the Member realize that they are responsible to ensure that all forms, timesheets and absentee reports are completed and submitted to Payroll Client Relations by the deadlines, as their employees will not be paid on time if the paperwork is late. Also, that written notices are given as required by the contractual agreements, and that staff are managed in a fair, respectful and equitable manner.

There are two types of support staff available to Members.

1. **Contract Constituency Assistant (CA):**

   The cost of this position's salary and benefits are not charged to the Member's expenses. A personal services contract is signed between the Member and their CA. The CA is paid bi-weekly based on an annual salary.

2. **Casual Support Staff:**

   The costs for these positions are charged to the monthly constituency expense allowance. These are hourly employees, paid bi-weekly when a timesheet is submitted with their hours, usually set up for a short term and part time basis.

6.1 Contract Constituency Assistant

Each MLA is entitled to one Full-Time Equivalent employee, to assist with running an efficient constituency office. The cost of this position's salary and benefits are not charged to the Member's allowance. A personal services contract is signed between the Member and their (CA). The CA is paid bi-weekly based on an annual salary. The salary amount for the Contract CA is determined by the Public Service Commission. They will complete an assessment of the successful candidate's resume to determine where they would fall on the EC 06 pay scale (generally, between 80–90% compa ratio), based on their qualifications and experience. The base salary of 80% compa ratio on the EC 06 pay scale is $1,606.76 biweekly or $41,775.76 annually, before deductions (effective April 1, 2014 the last time there was a change).

Once you have chosen a new Constituency Assistant, please send a copy of their current resume to Kira.Fitzgerald@novascotia.ca at the Speaker's Administration Office and she will forward to PSC for review. Once she has received a response from the PSC, she can prepare the contract and corresponding paperwork using the determined salary amount and send the contract to the MLA for review and completion. Additional instruction on completion of the hiring paperwork will be included with the contract. Internal paperwork is sent to PSC for processing, after it has been approved by this office and the Chief Clerk.

Here is the common job description for this position.

Constituency Assistant Job Description

Description for Excluded Jobs Province of Nova Scotia

I. Overall Purpose:

Constituency Assistant

The Constituency Assistant provides administrative and other assistance to the elected Member of the Legislative Assembly in carrying out duties to constituents, including communication, public relations and marketing, organization, scheduling, casework, advocacy and other services as appropriate. The Constituency Assistant often works alone in the constituency office, and exercises full responsibility for the efficient operation of the office in a manner that provides for efficient workflow and a safe and secure workplace.

II. Specific Accountabilities:

Casework

- Undertakes, investigates and completes constituency casework including obtaining approval from constituent to investigate on their behalf, compiles facts based on effective questioning of constituents on issues, and investigates appropriate resources including, but not limited to, provincial government departments, other levels of government or non-governmental agencies, and provides effective resolution wherever possible to the most appropriate outcome for the constituent. May include completing forms or applications on behalf of the constituent with their consent.

- Maintains casework files both physical and electronic, ensuring a fully confidential process of case management and filing that includes a case and contact database.

Communications and public relations

- Researches and drafts response to correspondence. Creates mail-out materials which may include writing, editing or providing appropriate information for constituency newsletter or information bulletins, and may also include drafting of basic advertising and marketing materials. Includes sourcing and implementing delivery including coordination of postal walks through Canada Post or arranging personal delivery of materials to constituents.
- Undertakes constituency outreach opportunities which may include organization of town hall meetings, organization of satellite office locations, planning and implementing group meetings with MLA inside or outside main offices. Includes hall rentals, creation of information flyers or other marketing of the outreach opportunity.
- Initiate, investigate and write resolutions for MLA to present to the House of Assembly, and prepares formal copies for presentation to constituent or groups of constituents. Also prepares certificates, congratulatory notes, sympathy cards, etc.
- May research and draft speaking notes on behalf of the MLA.
- Assembles and posts website content including photos, news and other items.

MLA Support

- Maintains MLA calendar of activities including identification of upcoming community events and makes recommendations as to MLA attendance based on contact with the constituency office.
- Attends community meetings or activities within the constituency with or on behalf of the MLA.
- Attends to other tasks assigned by the MLA relating to maintenance of positive community relationships within the constituency, including identification of issues of concern in the constituency.

Office Management

- Recommends purchase of furniture, equipment and technological devices for the constituency office.
- Sources, trains and motivates volunteers and/or casual staff working in constituency office.
- Maintains constituency office with the objective of providing an efficient and orderly workplace.
- Assists in the preparation of the MLA constituency expense claim.

- Understands and applies the Regulations of the House of Assembly Management Commission in all of the above, including seeking clarification from the Office of the Speaker where questions exist.

III. Reporting Relationships:

This job reports to: Member of Legislative Assembly (Direct Reporting Relationship)

IV. Contacts:

Caucus Office Staff:

The Constituency Assistant is in frequent contact with Caucus Office Management and staff with the purpose of resolving case work, creation of communications materials and other administrative and policy related advice.

Speaker's Office Staff:

The Constituency Assistant is in occasional contact with staff in the Speaker's Office to obtain advice on constituency expenses.

Executive Assistants and other Provincial Departmental Staff:

The Constituency Assistant is in frequent contact with the above with the purpose of resolving case work or issue identification.

Ministers

The Constituency Assistant is in occasional contact with Ministers with the purpose of resolving case work or issue identification.

Federal or Municipal Government officials including police departments and RCMP offices and Non-governmental agencies

The Constituency Assistant is in frequent contact with the above with the purpose of resolving case work issues.

Other organizations and individuals within the constituency

The Constituency Assistant is in frequent contact with the above with the purpose of communications and positive outreach in the constituency.

Often the Constituency Office is seen as the key government office in the community for sourcing information on all available programs and services, including providing information on municipal, federal and other programs.

V. Innovation:

Works with government departments at all levels and with other non-governmental agencies, to achieve the best possible outcomes related to constituency casework and outreach objectives.

Provides advice to MLA on outreach opportunities in their constituency which may include organized functions and events, or may require planning and executing a meeting or event including all aspects of event management (facility rental, communications, etc.) to facilitate MLA-Constituent communications.

VI. Decision Making:

Decisions relate to the regular set up and on-going operation of the constituency office, particularly at times when the MLA is offsite, and may also involve tasking volunteers or casual workers in the provision of services to the office.

Decisions may also relate to proceeding with constituency case work to the best possible outcome, including decisions about which departments, agencies and individuals to involve.

VII. Impact of Results:

Results achieved impact the positive reputation of the MLA in the constituency, and can directly affect the quality of life of particular constituents as it relates to resolution of their casework files.

VIII. Dimensions:

Not applicable

IX. Working Conditions:

Physical Environment

Typically located in a comfortable office environment. Often works alone in the office, requiring the development of a personal security plan.

Physical Effort

Most of the time is spent sitting in a comfortable position with frequent opportunity to move about.

Sensory Attention

Regular need to read/interpret written materials which includes relatively constant use of computer terminal and reading from screen.

Mental Pressures

Regular need to prioritize tasks, regular exposure to issues of constituents which is emotionally demanding. Often involves dealing with people under tremendous emotional stress.

X. Qualities, Skills and Experience:

- Excellent interpersonal skills
- Excellent organizational and time management skills, applies attention to detail
- Strong written and verbal communication skills
- Ability to draft, format and edit office correspondence
- Effective communication, customer service, problem solving and decision making skills
- Well developed organizational, time management and daily planning skills
- Ability to work well independently as well as within a multi-disciplinary team environment
- Resides in the constituency or has direct personal knowledge of constituency
- Ability to travel within constituency to carry out job-related responsibilities as required
- In certain constituencies, proficiency in both official languages may be considered an asset

XI. Qualifications:

- Grade 12, plus completion of a recognized Secretarial/Business program
- Minimum of two years experience in an office environment
- Proficiency in MS Office (Word, Access, Excel, PowerPoint), internet and email
- Demonstrated knowledge of office practices and procedures

6.1.1 The MLA is responsible for:

- Reviewing the detailed job description and providing direction to the constituency assistant
- Advertising, interviewing, hiring and managing the constituency assistant
- Ensuring all forms are completed and returned to the Office of the Speaker or appropriate department as noted in 6.1.5
- Managing vacation and sick time taken by the constituency assistant
- Advising the constituency assistant in writing of termination of their contract
- Informing the Office of the Speaker, in writing, of any changes in employment status of their Constituency Assistant

- In order to ensure that expectations are clear from the start of the employment relationship, it is important the Member outlines the expectations it has for the position to his/her CA. This includes clarifying the hours of work, start time, lunch time, end time and that there may be occasional evening or weekend work, if applicable. These may be minor points but often can cause the most tension in an employment relationship.

6.1.2 The Office of the Speaker is responsible for:

- Funding and administering Constituency Assistants salary and benefits
- Initiating new CA contracts and personnel paperwork

6.1.2a Payroll Client Relations and the HR CSU are responsible for:

- Processing appropriate forms to meet government standards and policies
- Providing HR advice and support

6.1.3 Bi-weekly Salary:

The PSC evaluated the CA position at an EC 06 level and the House of Assembly Management Commission (HAMC) approved the rating. The qualifications and experience of a new CA would be evaluated to determine where on the EC 06 pay scale they best fit. The EC 06 salary range is $41,775.76 to $52,219.70 (effective April 1, 2014, the last time there was a change). A CA new in their career would start at the lower end of the scale and those with many years of experience would start at the middle or higher end of the scale.

As experience and knowledge is gained and performance standards are maintained, CAs will receive annual adjustments at the same rate as any adjustments approved for EC employees in the civil service.

For the most up to date EC Pay Plan you can refer to the website
http://www.gov.ns.ca/psc/hrCentre/resources/compensationClassification/payScales.asp

The Constituency Assistants are to be paid by direct deposit to a financial institution on a bi-weekly basis.

6.1.4 Deductions and Benefits for the Contract Constituency Assistant

Income Tax: Federal and Provincial mandatory deductions based upon information provided on your completed TD1 forms.

Employment Insurance: Mandatory deduction in accordance with deduction table.

Canada Pension Plan: Mandatory deduction in accordance with CPP deduction table, unless the employee is in receipt of CPP.

Superannuation Plan: Mandatory deduction unless you are already in receipt of a NS government pension. Please let the Speaker's Administration Office know if this is the case for you.. Website: *novascotiapension.ca/publicserviceplan*

Health and Dental Plan (Blue Cross): Cost shared by Government.
Refer to the website *novascotia.ca/psc/employeeCentre/benefits/Benefits at a Glance.pdf* for detailed information on the Employee Group Health and Dental Plan and its rate.
Go to *novascotia.ca/psc/employeecentre/benefits* for detailed information on the Health and Dental Plan.
Group Life Insurance: Basic Coverage, which is two times the annual salary to the lowest of $1,000 of salary. There is an optional coverage for one or two times salary.
If coverage is being declined written notification is required by Benefits, PSC.

Vacation Entitlement: Each Permanent Constituency Assistant will earn 1.25 days for each month of service. Based on a full fiscal year it would equal 15 days or 105 hours of vacation After 5 years of service the vacation entitlement will increase to 20 days; after 15 years of service it will equal 25 days; and after 24 years it will equal 30 days of vacation. Vacation entitlement is based on the start date to April 1st and resets on April 1st each year. CAs will have the option to carry forward and bank unused vacation (up to a max of 10 days or 70 hours). Vacation can be banked two ways.

- Carry Over: max of 5 days or 35 hours/year, which will expire if not used during the following contract year.
- Accumulated: max of 5 days or 35 hours/year (up to a max total of 20 days or 140 hours), which does not have an expiry date.

General Illness: Each Permanent Constituency Assistant will earn 1.5 days for each month of service. Based on a full contract year, it would equal 18 days or 126 hours.

Leave Benefits: Vacation and general illnesses have an annual renewal date of April 1st each year. Any vacation not used by the end of the fiscal year will be carried forward to the following entitlement year (maximum 10 days)

Please note: Bi-weekly Absentee sheets must be scanned and emailed to Dena.King@novascotia.ca in Payroll Client Relations for Vacation Leave and General Illness leaves in order to record absences. If you must fax, please follow up with email confirmation and/or phone call.

6.1.5 Hiring Process:

The following process and documents (copies on following pages) must be completed in order to set up a new Constituency Assistant on payroll:

Step 1 - Contract

- Contact the Property and Personnel Administrator, Office of the Speaker (*Kira.Fitzgerald@novascotia.ca*, phone 902-424-4478, fax 902-424-2404) and provide pertinent details so the contract can be initiated.
- The Property and Personnel Administrator will send out the draft contract to the MLA and CA for their review, completion of Section 15, and signatures. All paper work required to hire employee will be included in the email with the contract.
- Send the completed contract and personnel form to the Property and Personnel Administrator, Office of the Speaker.

Step 2 - Forms

- Go to Members' Only website at *http://nslegislature.ca/index.php/login/* to access the required personnel forms
- Scan and email the following forms to *Dena.King@novascotia.ca* at Payroll Client Relations, fax 902-722-5047.
  - TD1NS Form (provincial)
  - TD1 Form (federal)
  - Direct Deposit Form for payroll (with void cheque)
- Complete and mail the original forms to PSC Benefits, PO Box 943, Halifax NS B3J 3N8 or deliver them to PSC Benefits, WTCC 5th floor.
  - Blue Cross Health Plan Enrollment Form (with proof of other coverage, if required)
  - Beneficiary Card for Insurance (mandatory)
  - Optional Assurance Life Coverage Form

Ongoing Biweekly:

Biweekly, an absentee sheet for vacation and general illness must be completed, signed by the employee and Member and then scanned and emailed to Payroll, *Dena.King@novascotia.ca*

Constituency Assistant Travel Expense Claim Form:

This is to be completed when filing an expense claim form for travel approved by the Member. Submit Constituency Assistant Travel Expense Claim form to Alison MacKenzie, similar to MLA expense forms.

Request a vendor code

Send email request to Alison MacKenzie with the following information:

- Legal name (exactly as provided to HR)
- Mailing address and postal code
- Personnel ID number

CONTRACT OF SERVICE OF CONSTITUENCY ASSISTANT

(full-time employment)

BETWEEN ____,
Member of the Nova Scotia House of Assembly
(the "Employer")

AND ____,
Name of employee
(the "Employee")

THE EMPLOYER AND EMPLOYEE agree as follows:

1. The Employee is to

   (a) **provide services as Constituency Assistant in the electoral district of** ____, under the direction of the Employer;

   (b) work the minimum number of hours per week required of civil servants; and

   (c) during and after the end of employment under this Agreement, treat as confidential and to keep private and not to make public or to divulge any information or materials of a confidential character relating to the affairs of the Employer to which the Employee becomes privy acting under this Agreement, except in the course of performing duties or providing services under this Agreement or unless the consent in writing of the Employer is first obtained.

2. The Employer is to

   (a) **pay to the Employee at an EC 06 (_____) bi-weekly salary of $**________________________ (approximately $__________________________ per annum), before any deductions required by law or this Agreement (together with pay adjustments provided to non-bargaining unit civil servants);

   (b) grant the Employee the same annual vacation with pay in accordance with the same terms as provided to civil servants;

   (c) grant the Employee the same holiday benefits provided to civil servants;

   (d) allow the Employee

      (i) to enroll in the Province of Nova Scotia Group Life Insurance Policy,

      (ii) to receive insured health benefits under the Province of Nova Scotia Consolidated Health Plan, and

      (iii) to participate in the Public Service Superannuation Plan established for civil servants;

(e) grant the Employee sick leave benefits at the rate of 1.5 days for each month of service to a maximum of 18 days per year; and

(f) indemnify and extend to the Employee the same protection against liability from suits or claims brought against the Employee in respect of work performed on behalf of the Employer as provided to civil servants.

3. The Employee is not entitled to enroll in the Province of Nova Scotia Public Service Long Term Disability Plan and is not, by this Agreement or otherwise, a civil servant

4. The employment commencement date under this agreement is ____________________, _____,

5. (a) Subject to subparagraph (b), this Agreement may be terminated at any time by

    (i) during the first year of service, at least 4 weeks written notice,

    (ii) during the second year of service, at least 8 weeks written notice, or

    (iii) after two years of service, at least 12 weeks written notice,

    to that effect by either the Employer or the Employee to the other or upon payment in lieu of notice by the Employer to the Employee.

   (b) Payment in lieu of notice must be 4, 8 or 12 weeks salary, depending upon service as provided in subparagraph (a), at the rate provided by subparagraph 2(a).

   (c) Upon the Employer ceasing to be a member of the House of Assembly, the Employer is deemed to have given notice to the Employee pursuant to subparagraph (a).

6. (a) Notwithstanding any other provision of this Agreement, this Agreement may be terminated by the Employer without notice for just cause.

   (b) Upon termination pursuant to subparagraph (a), the Employee is to be paid the sum or sums that have accrued under subparagraph 2(a) up to the date of termination and such sum or sums are in full satisfaction and discharge of all claims and demands whatsoever against the Employer in respect of this Agreement.

7. Any recourse or remedy arising with this Agreement arises from contract and neither the Employer nor the Employee has a claim or remedy, for damages or otherwise, in tort arising with performance or non-performance of this Agreement.

8. The Employee is bound by the principles and purposes of both the Code of Conduct for Civil Servants established in the Management Manual 500 and the *Members and Public Employees Disclosure Act*.

9. All materials and information produced from the performance of this Agreement and all rights therein, belong to the Employer.

10. The Employer reserves the right to publish or release in whole or in part, to publish an amended version or not to publish or release at all, or to use or not to use as the Employer may deem fit, any research, reports, material, audio-visual materials or information produced by the Employee in the performance of this Agreement.

11. This Agreement is not assignable.

12. Any discretionary authority or right under this Agreement is not subject to the expectations, reasonable or otherwise, of the Employer or the Employee and any action taken pursuant to a discretionary provision is deemed to be an exercise in good faith.

13. (a) No term or provision of this Agreement is or may be deemed waived and no breach is or may be deemed excused, unless the waiver of the term or provision or the consent to the breach is in writing, signed by the Employer or the Employee, as the case may be, making the waiver or giving the consent.

    (b) Any consent by the Employer or the Employee, or waiver by either of them of a breach by the other, whether express or implied, does not constitute a consent to, a waiver of or excuse for any different or subsequent breach or continuation of the same breach unless expressly stated.

14. If any term or provision of this Agreement is found to be unenforceable or illegal, the rest of the Agreement remains in full force and effect and the offending term or provision is deemed to be removed from the Agreement.

15. (a) AAny notice required to be given hereunder is valid if given in writing by pre-paid registered letter addressed as follows:

to the Employer:

Name: ______________________________

Constituency: ______________________________

Address: ______________________________

____

and to the Employee:

Name: ______________________________

Address: ______________________________

____

or such other address as is communicated in writing to the Employer or the Employee, as the case may be, and is deemed to have been given two business days after the day such letter is posted.

(b) Nothing herein precludes the delivery of notices pursuant hereto by means other than mailing.

16. Time is of the essence in this Agreement.

17. This Agreement constitutes the whole agreement between the Employer and the Employee and no representation or statement not expressly contained in this Agreement survives this Agreement or is binding upon either of them, and this Agreement may only be modified by written instrument and as approved by the House of Assembly Management Commission.

18. This Agreement is to be construed in accordance with the laws of the Province of Nova Scotia.

19. **The Employee hereby certifies that he/she has reviewed and fully understands the terms of this Agreement.**

THIS AGREEMENT MADE in duplicate this ________ day of _______________________, 20_____,

in the presence of :	)	
	)	
	)	
_________________________________	)	_________________________________
Witness	)	Employer
	)	
	)	
_________________________________	)	_________________________________
Witness	)	Employee

Approved by the House of Assembly Management Commission April 27, 2011

Amended by the House of Assembly Management Commission on January 29, 2013 and January 21, 2016

Rev 08Aug2016

Vacation Carryover/Advance Request

NOVA SCOTIA

Date ______________________ Department ______________________

Name ______________________ Employee Id ______________________

Position Held ______________________

Application is made for the following carryover of vacation entitlement:

Note: Hours carried forward and accumulated should be based on biweekly hours not modified hours,
for example, 5 days = 35 hours not 37.5 Hours.

Type 1 Regular Carry Over *(maximum 5 days)*

Number of hours ________

Type 2 Accumulative Vacation *(5 days per vacation year up to a maximum of 20 days)*

Number of hours ________

______________________ ______________________

Employee's Signature Date

______________________ ______________________

MLA Signature Date

Note: Vacation bank runs from contract start to end dates, and does not follow the fiscal year, therefore forms must be received prior to contract end date. Once completed with both signatures and dates, please send it to Dena King, your payroll consultant via scan and email at *Dena.King@novascotia.ca*. Please ensure that all time sheets have been sent to your Payroll Consultant and that your time in ESS is accurate before completing this form.

Key points about Vacation Carry-over:

- Your vacation entitlement is based on your contract year (partial years will be pro-rated).
- There are 2 types of vacation banks – Carry Over and Accumulated:
  - You can Carry Over a maximum of 5 days (35 hrs) and Accumulate a maximum of 5 days (35 hrs) each contract year.
  - Carry Over must be used in the following contract year. Accumulated does not have be used in the following year. You are permitted a maximum of 4 weeks (140 hours) total in Accumulated vacation.
- It is important you schedule vacation so you don't lose it, and enter your vacation taken into ESS on a regular basis.

If you have any questions on your current quota or the carryover rules you should contact Dena King by email or phone at 902-424-8883.

12Jan2016

House of Assembly
Nova Scotia

M E M O R A N D U M

TO: All Staff

FROM: Director of Administration, Office of the Speaker

DATE:

SUBJECT: PERSONNEL INFORMATION

Please fill out the information below and return to Director of Administration,
Office of the Speaker, fax 424-2404.

Name ______________________________

Address ______________________________

____

____

Telephone (Home) ______________________________

Email Address ______________________________

Next of Kin (or person to be contacted in an emergency)

Name ______________________________

Telephone ______________________________

Return completed form to Director of Administration, Office of the Speaker, fax 424-2404.

Rev 27MAY2011

Canada Revenue Agency | Agence du revenu du Canada

2017 Personal Tax Credits Return

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TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

NEW – The sections "Canada caregiver amount for spouse or common-law partner or eligible dependant" and "Canada caregiver amount for dependant(s) age 18 or older" include changes proposed in the 2017 federal budget and replace the previous sections "Caregiver amount" and "Amount for infirm dependants age 18 or older." For more information, go to **cra-arc.gc.ca/gncy/bdgt/2017/menu-eng.html**.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address, including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.	**11,635**
2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim $2,150 for each infirm child born in 2000 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.	
3. Age amount – If you will be 65 or older on December 31, 2017, and your net income for the year from all sources will be $36,430 or less, enter $7,225. If your net income for the year will be between $36,430 and $84,597 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2017 Personal Tax Credits Return*, and fill in the appropriate section.	
4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $2,000 or your estimated annual pension income, whichever is less.	
5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $8,113.	
7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm**), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm**, go to line 9.	
8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm and is age 18 or older**, go to line 9.	
9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be $23,046 or less, get Form TD1-WS and fill in the appropriate section.	
10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under $13,785**) whose net income for the year will be $16,163 or less, enter $6,883. If his or her net income for the year will be between $16,163 and $23,046 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.	
11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.	
12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition amount** on his or her income tax return, enter the unused amount.	
13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.	

TD1 E (04/2017) (Ce formulaire est disponible en français.) Page 1 of 2 Canada

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Filling out Form TD1

Fill out this form **only** if:
- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2017?

☐ Yes (Fill out the previous page.)

☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than $11,635, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is $11,635), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2017, you may be able to claim the child amount on Form TD1SK, *2017 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2017, you can claim:
- $11.00 for each day that you live in the prescribed northern zone; or
- $22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

$ ______

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.
For more information, go to **cra.gc.ca/northernresidents**.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

$ ______

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html**, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________ Date ______________
It is a serious offence to make a false return. YYYY/MM/DD

Page 2 of 2

NOVA SCOTIA
NOUVELLE-ÉCOSSE

2017 Nova Scotia
Personal Tax Credits Return

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TD1NS

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number

Address	Postal code	**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Nova Scotia and every pensioner residing in Nova Scotia can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2.	**8,481**
2. Age amount – If you will be 65 or older on December 31, 2017, and your net income from all sources will be $30,828 or less, enter $4,141. If your net income for the year will be between $30,828 and $58,435 and you want to calculate a partial claim, get Form TD1NS-WS, *Worksheet for the 2017 Nova Scotia Personal Tax Credits Return*, and fill in the appropriate section.	
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $1,173, or your estimated annual pension income, whichever is less.	
4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $200 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $60 for each month that you will be enrolled part time.	
5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $7,341.	
6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and his or her net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $13,677 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $4,898. If the dependant's net income for the year will be between $13,677 and $18,575 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $5,683 or less, enter $2,798. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between $5,683 and $8,481 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.	
11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.	
12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	

TD1NS E (17) (Vous pouvez obtenir ce formulaire en français à arc.gc.ca/formulaires ou en composant le **1-800-959-7775**.) Page 1 of 2

Canada

Protected B when completed

Filling out Form TD1NS

Fill out this form **only** if you are an employee working in Nova Scotia or a pensioner residing in Nova Scotia and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NS, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NS for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NS, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to cra.gc.ca/forms or call **1-800-959-5525**.

Personal information is collected under the *Income Tax Act* and to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________________ Date ______________

It is a serious offence to make a false return.

Page 2 of 2

Province of Nova Scotia
Department of Finance

Payroll Services Division
P.O. Box 187, Halifax, Nova Scotia B3J 2N3

Payroll
Direct Deposit Enrollment Form

Note: All information will be treated as private and confidential.

Instructions: Please have your bank complete and verify the information requested in the banking section before returning this form to your Personnel Office.

The Payroll Services Division of the Department of Finance must be immediately advised in writing of any change in your home address, bank, branch, or account number. Failure to advise us of these changes will result in incorrect transfer payments. (Please forward this information to your Personnel Office.)

Employee Authorization Section: I hereby authorize the Payroll Services Division of the Department of Finance to use the Direct Deposit System in respect of my bi-weekly salary cheque

Employee Signature   Date

Employee Personnel Information:

To be completed by the Department

Employee=s Name (Surname, Given Name, Initials)	
Employee Org.	Identification Number
Department - Division - Sub Code	
Employee=s Social Insurance Number	

Banking Section:

To be completed by the bank.

Bank Financial Institution Branch	
Branch Address	
Province	Postal Code
Account Holder=s Name	

Direct Payment Routing Number

Branch No   Inst No

Authorised Branch Signature   Date

NOVA SCOTIA
Finance

Canadian Banking

Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Use this form to

◯ Start direct deposit payments **or** ◯ Change information previously submitted.

Effective date: YYYY / MM / DD

Contact information

Vendor number (if known): ______

Name of company or person to receive payment: ______

Street Address: ______

Contact person: ______ Phone: ______

Title or position: ______ Fax: ______

Confirmation of Deposits

Your statement of account from your bank will show payments from The Province of Nova Scotia.
If you give us your e-mail address, we will send you e-mail confirmation whenever we deposit a payment to your account.

E-mail address for confirmation of deposit: ______

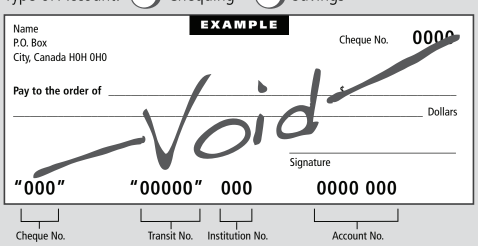
OR

◯ I do not wish to receive confirmation.

Bank Account Information for Deposits

Please attach a blank cheque with your bank information on it.
Write void across the front.

Type of Account: ◯ Chequing ◯ Savings



or

For accounts without cheques, have your bank complete the following:

Type of Account: ◯ Chequing ◯ Savings

Name of bank or other financial institution: ______

Address of branch where account is held: ______

Transit No.: ______ Institution No.: ______

Account No.: ______

Teller Stamp: ______

Authorize Electronic Funds Payments

I authorize the Department of Finance to deposit, by electronic fund transfer, payments owed to me by the Province of Nova Scotia and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. The department will deposit the payments in the banking account designated above. I recognize that if I give incomplete or inaccurate information on this form, payments may be made to the wrong account.

Authorized signature: ______

Printed name: ______

Title: ______

Date: ______

Fax or mail completed form and voided cheque to

Attention: Vendor Master **Fax number:** (902) 424-8601

Mailing address:
Department of Finance, 5th Floor, Government Accounting
PO Box 187, Halifax, Nova Scotia, Canada B3J 2N3

Questions?

Call (902) 424-5998 or e-mail remittance@gov.ns.ca

REVISED FEB, 2010

Application for Employee Group Health Benefits – Province of Nova Scotia

NOVA SCOTIA
Public Service Commission

Instructions: Please complete all fields and sign. Coverage is mandatory until employee provides proof of alternate coverage.

Return to: Nova Scotia Public Service Commission, Benefits, P.O. Box 943, Halifax, NS B3J 2V9 **or** fax to (902) 424-0756.

Section 1: Employee Information

Coverage Applied for:	Single		Family			Employee ID #:

Last Name	**First Name**	**Initial**	
Address	**City/Town**	**Province**	**Postal Code**
Telephone Number	**Date of Birth (DD/MM/YY)**		**Gender (M/F)**

Section 2: Family Information

ELIGIBLE SPOUSE			
Last Name	**First Name**		**Initial**
If common-law, effective date of cohabitation (DD/MM/YY)		**Date of Birth (DD/MM/YY)**	**Gender (M/F)**

ELIGIBLE DEPENDENT CHILDREN

Last Name	First Name	Initial	Gender (M/F)	Date of Birth			Dependent Status (*) if applicable
				DD	MM	YY	

(*) Dependent Status:
Student - If dependent child is over age 21 and attending an accredited school, college or university an Overage Dependent Form is required
Disabled - if the dependent child is physically or mentally disabled (Medavie Blue Cross approval required)
Grandchild - Required approval by the plan administrator - Proof of fiancial dependence is required for coverage of a grandchild

Section 3: Coordination of Benefits – complete if you or any of your dependents have other coverage under any other insurer.

Name of the Other Insurer	**Effective Date of Coverage (DD/MM/YY)**
Identification Number/Certificate Number	**Policy Number**
Name of Cardholder	**Date of Birth (DD/MM/YY)**

Please indicate **S** for Single or **F** for Family for the applicable benefits.

All:	Hospital:	Extended Health Benefits:	Vision:	Drugs:	Dental:

Section 4: Declaration and Authorization

I certify that all information contained herein is correct and hereby authorize payroll deductions, if required. I authorize Blue Cross to collect, use and disclose my personal information. If applying for benefits for my spouse and/or dependents, I certify that I am authorized to release information concerning my spouse and/or dependents, for the purposes of administering and managing the benefit plan.

Date (DD/MM/YY)	Signature of Employee

FORM-HDEE 2016

Beneficiary Nomination Form – Province of Nova Scotia
71309 Union • 71298 Non-Union

NOVA SCOTIA
Public Service Commission

Instructions: Please complete, sign and date this form. Initial any changes or deletions, but do not use correction fluid. By completing section 2, 3 or 4 all previously nominated beneficiaries and contingent beneficiaries are revoked.
*This form applies to Basic and Employee Optional Life proceeds only. For Spouse Optional Life and Child Optional Life Insurance, the employee is the designated beneficiary

Return to: Nova Scotia Public Service Commission, Benefits, P.O. Box 943, Halifax, NS B3J 2V9 **or** 5th Floor, World Trade Centre

Section 1: Member Information

Last Name:	First Name:	DOB: (DD/MM/YY)	Department:	Member ID Number:

Section 2: Beneficiary Nomination (to be completed by the Member)
If you are nominating a beneficiary who is a minor (19 and under) see **Section 4**. If there are no surviving beneficiaries at the time of my death or if no beneficiaries are nominated, the proceeds shall be paid to my estate.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:

Section 3: Appointing Contingent Beneficiaries
If there are no surviving beneficiaries at the time of my death, I declare that the following contingent beneficiaries shall receive the proceeds. If there are no surviving contingent beneficiaries at the time of my death, the proceeds shall be paid to my estate.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:
Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Percentage:

Section 4: Trustee Nomination for Minor Beneficiary
Any payments becoming due while the beneficiary(s) is a minor, are to be paid to the following as a trustee, or failing such trustee to the duly appointed guardian of such minor child as trustee. Payment to said trustee will discharge the company.

Last Name:	First Name:	Relationship to Member:	DOB: (DD/MM/YY)	Contact Phone Number:

Section 5: Authorization
I authorize Sun Life Assurance Company of Canada, its agents and service providers to use and exchange information collected in this form to underwrite, administer and pay claims.

Member's Signature:	**Department:**	**Date:**

Note: Date of birth for beneficiaries is optional information. If provided it would be used to assist in beneficiary identification.

FORM-BEN 2016

Application for Group Life Benefits – Province of Nova Scotia
Members of the Legislative Assembly and Executive Council

Public Service Commission

Instructions: Please complete, sign and date this form (2 pages)
Return to: Nova Scotia Public Service Commission, Benefits, PO Box 943, Halifax, NS B3J 2V9
or 5th floor, World Trade Center, 1800 Argyle St, Halifax NS B3J 3N8 or PSCBenefitInquiries@novascotia.ca

Member Information

Last Name	First Name	Date of Birth	ID

Basic Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

If enrolling in Basic Life Insurance**, please complete a Beneficiary Nomination Form**

Please check one of the following options:	
	I want Basic Life Insurance
	I do not want Basic Life Insurance

Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

The beneficiary nominated for your Basic Life will also be the beneficiary for your Optional Life

Please check one of the following options:	
	I want Optional Life Insurance at 1 times Annual Indemnity
	I want Optional Life Insurance at 2 times Annual Indemnity
	I do not want Optional Life Insurance

Additional Optional Life Insurance Policy 71298 (for Members of the Executive Council only)

Please check one of the following options:	
	I want Optional Life Insurance at 1 times Salary
	I want Optional Life Insurance at 2 times Salary
	I do not want Optional Life Insurance

Spouse Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

Please check one of the following options:	
	I want Spouse Optional Life Insurance Amount: ____________________________ (Select units of $10,000 to maximum $250,000) **Spouse Information**: Name (First Last) :____________________________ Date of Birth (DD/MM/YY):_______________ Gender (M/F): ______________________________ Marital Status:_________________________ Date Cohabitation, if Common-Law: _____________
	I do not want Spouse Optional Life Insurance

*Amounts over $50,000 require medical evidence – for amounts over $50,000, the Benefits Unit will send a form to your attention for completion and submission to the insurance provider. Coverage up to $50,000 will become effective on the later of the date of your application or August 1st and any coverage above $50,000 will become effective on the date of confirmed approval from Sun Life.

Application for Group Life Benefits – Province of Nova Scotia
Members of the Legislative Assembly and Executive Council

NOVA SCOTIA
Public Service Commission

Child Optional Life Insurance Policy 71298 (Members of the Legislative Assembly and Executive Council)

Please check one of the following options:	
	I want Child Optional Life Insurance* Amount $
	I do not want Child Optional Life Insurance

*select in units of $5,000 to maximum $50,000.
*for grandchildren proof of financial dependence is required prior to signing up for this benefit. If you intend to cover a grandchild, please contact the Benefits Unit. For disabled dependents, please also contact the Benefits Unit for more information.

I am authorized to disclose information about my spouse and dependents in order to enroll them in the plan.
By enrolling in this plan, I authorize the following:

- Sun Life Assurance Company of Canada, Medavie Blue Cross, and its reinsurers to collect, use and disclose relevant information about me, my spouse or child to underwrite, administer, adjudicate claims and make claims payments
- My plan sponsor (The Province of Nova Scotia) to use the information collected in this form for benefits administration and to make any necessary payroll deductions which may be required
- Sun Life Assurance Company of Canada, Medavie Blue Cross and my plan sponsor (The Province of Nova Scotia) to collect, use and disclose information about me, my spouse and dependents necessary for enrolment and for the purposes of continuing administration of the plan

I understand that satisfactory proof of good health may be required for my spouse or child(ren) to become covered or to increase coverage.

I understand that it is my responsibility to ensure that I advise when my dependents no longer meet the definitions of spouse or child as outlined in the contract and that premiums will continue to be deducted from my biweekly pay until I notify the Benefits Unit, Public Service Commission to terminate the coverage.

I declare that the information above is accurate and true. I understand that inaccurate information may invalidate any claim made under the coverage contracted for. A photocopy or electronic version of this authorization is valid as the original

Member's Signature	Date (DD/MM/YY)

NOVA SCOTIA
Finance

Absentee Report
Legislative Services

Employee Name	Department	Employee ID	Pay Period (2 weeks) (DD/MM/YYYY)
	Legislative Services		From: To

Week #1 Dates (DD/MM/YYYY) From: To:

☐ Nothing to report for this week (Please mark ✕ if applicable)

Absence Code (One Code Per Line)	**Sunday** Hours Absent	**Monday** Hours Absent	**Tuesday** Hours Absent	**Wednesday** Hours Absent	**Thursday** Hours Absent	**Friday** Hours Absent	**Saturday** Hours Absent

Week #2 Dates (DD/MM/YYYY) From: To:

☐ Nothing to report for this week (Please mark ✕ if applicable)

Absence Code (One Code Per Line)	**Sunday** Hours Absent	**Monday** Hours Absent	**Tuesday** Hours Absent	**Wednesday** Hours Absent	**Thursday** Hours Absent	**Friday** Hours Absent	**Saturday** Hours Absent

General Absence Codes

Description	Code	Description	Code
Vacation	0100	Medical Appointment	0203
Vacation Cumulative Taken	0101		
General Illness	0200		

APPROVED BY:

I certify the above employee(s) have worked the days & hours indicated.

Employee's Signature	Date (DD/MM/YYYY)	Supervisor (please print name)	Signature	Date (DD/MM/YYYY)	Time Entry Clerk Initials

House of Assembly
Nova Scotia

Constituency Assistant Travel Expense Log

Page 1 of 1

This form is to record the CA's constituency related travel per HAMC Regulations 24(5).

Constituency: *Bridgewater*
CA Name: *John Doe*
MLA Name: *Mary LeBlanc*
Contact Phone: *902-424-3905*
Contact Email: *johndoe@eastlink.ca*
Month/Year: *Jun 2015*

For Administration Entry Only

Vendor # ______ Document # ______
Cost Centre # ______ Order # ______
CO ID # ______ SubCode # ______

SAMPLE

Date	Details of Travel	Purpose (Commuting, Out of Town Caucus, Committee (identify), etc.	Mileage (kms)	Expense Description	Expense Amount ($)	Inv Y/N	Proof Y/N	Tax Code	QTY	Data Entry Description	Total Cost	GL
Jun 3–5	*Bridgewater-Halifax-Bridgewater*	*CA Training*	*203*	*Hotel*	*$175.00*							
				Meals	*$42.00*							
		Sub Totals	*203*		*$217.00*							
		x Mileage rate .4289	*$87.07*									
		TOTAL Claim	*$304.07*									

(1) Start a new Travel Log form after each travel claim is submitted.
(2) Attach detailed receipts and proof of payment with your claim.
(3) Enter each receipt or item on a separate line.

I hereby certify that the expenses to which this claim relates were actually incurred in compliance with the House of Assembly Management Commission Act, the Regulations thereunder and any applicable directives of the House of Assembly Management Commission.

John Doe — CA Signature — Date: *Jun 6 2017*

Mary LeBlanc — MLA Signature — Date: *Jun 6 2017*

Rev 18Apr2017

Approved for payment ______ Budget Checked ☐ ______ Date

6.2 Casual Support Staff

The MLA may hire additional staff if they see the need and have the funds available from their monthly constituency expense allowance. This would be in addition to the contract CA position or to fill in for a CA who is on sick leave or vacation.

Casual staff are not entitled to the benefits associated with the Contract Constituency Assistant position.

Casual staff must be set up to be paid by time sheet and hours worked each week need to be submitted bi-weekly to Payroll by email, prior to the payroll cut off date for that period. If the casual staff is terminated, is ill, or takes unpaid vacation, then it is up to the Member to advise Payroll Client Relations, in writing, so payroll can be adjusted. Casual Support Staff are not entitled to sick leave or vacation days. They are paid an additional 4% vacation pay, on each pay. For reference, minimum wage in NS is $10.85/hour effective April 1, 2017.

Quick reminder - paid holidays for casuals only include New Years Day, Christmas Day, Heritage Day, Good Friday, Canada Day and Labour Day. Payment of casual staff for those 6 holidays is done automatically by Payroll through reports that determine eligibility. Time sheets that include a holiday should only have hours written in for the holiday **IF** the employee worked that day.

If you are considering to terminate a casual staff person, please notify Kira (Property and Personnel Administrator 902-424-4478) before taking action. The Labour Standards Code must be followed which requires 1 week notice (or pay in lieu) if the individual was employed for 2 years or less, and 2 weeks notice (or pay in lieu) if the individual had greater than 2 years of service.

6.2.1 The Member is responsible for:

- Defining the scope and specific accountabilities of the position
- Advertising, interviewing, hiring and managing the casual staff
- Determining the hourly rate of pay and the number of working hours/week
- Having the funds available for the additional casual staff from their monthly constituency expenses
- Managing the email submission of bi-weekly time sheets to Payroll Client Relations
- Advising the casual staff in writing of any changes regarding pay rate, hours of work or termination of employment
- Informing the Speaker's Administration Office, HR CSU or Payroll Client Relations in writing of any changes in employment status, weekly hours or pay rate for their casual staff

6.2.2 The Office of the Speaker is responsible for:

- Monitoring the casual staff payroll costs to ensure the expenses are within the Member's constituency allowance
- After receiving authorization from the Member, initiating the paperwork to hire casual staff for the constituency office

6.2.2a Payroll Client Relations and the HR CSU are responsible for:

- Processing appropriate forms to meet government standards and policies
- Providing HR advice and support

6.2.3 Bi-weekly Pay

Casual staff are to be paid by direct deposit to a financial institution every two weeks.

6.2.4 Deductions for the Casual Staff

Income Tax: Federal and Provincial mandatory deductions based upon information provided on your completed TD1 forms.

Employment Insurance: Mandatory deduction in accordance with deduction table.

Canada Pension Plan: Mandatory deduction in accordance with CPP deduction table, unless the employee is in receipt of CPP.

The following process and documents (copies on following pages) must be completed in order to set up casual staff on payroll:

Step 1

- Go to Members' Only website at *http://nslegislature.ca/index.php/login/* to access the required personnel forms

Step 2 - MLA Authorization

- Complete the MLA Casual Constituency Payroll Authorization form and send it to the Property and Personnel Administrator, Office of the Speaker (*Kira.Fitzgerald@novascotia.ca* phone 902-424-4478, fax 902-424-2404).
- Fill in hourly rate, and actual start and end dates.

Step 3 - Payroll Forms

- Complete, scan and email the following forms to *Dena.King@novascotia.ca* at Payroll Client Relations by the cut-off date. If you can't scan you can fax to 902-722-5047, however follow up with an email to Dena King to confirm she has received it.
  - TD 1 NS Form (provincial)
  - TD 1 Form (federal)
  - Direct Deposit Form for payroll (with void cheque)

Ongoing Biweekly:

Biweekly, a time sheet **MUST** be completed, scanned and emailed to Payroll by the cut-off date to *Dena.King@novascotia.ca*. If a time sheet is not sent to Payroll with hours worked, pay will not be generated for the casual staff person. If you must send by fax you need to send a confirmation email to *Dena.King@novascotia.ca.*

House of Assembly
Nova Scotia

MLA Casual Constituency Payroll Authorization
Office of the Speaker

MLA ____ Constituency ____

Employee Information

Name of Employee ____

Home Address ____
(Advise the Office of the Speaker when any changes occur)
____

Employee Social Insurance Number ____
(Attach photocopy if possible)

Employee Date of Birth _____________/______/_______/
yyyy / mm / dd

Phone number where Employee can be contacted ____

Personal E-mail address ____

To be completed by MLA (please fill in the hourly pay rate)

If submitting bi-weekly time sheets please indicate Hourly Pay Rate $_____________/hour (minimum wage is $10.70)

Start date ___________________________ Anticipated end date ___________________________

MLA Authorization

I hereby request that your office initiate a payroll service on my behalf and pay the above named person the amount(s) specified above. I understand that the gross amount, as well as the employer's required contribution for Canada Pension and Employment Insurance premiums will be a first charge against my monthly constituency expense allowance. Furthermore, I request that the above payments be made on an ongoing basis until such time as I notify your office otherwise.

___________________________ ____________________________________
Date Signature of M.L.A.

Fax completed form to Director of Administration, Office of the Speaker, fax 424-2404.

Office Use Only	PPA	Financial	Director
Order# ______________	❑ Form complete	❑ Order# - MLA	
Emp# ______________	❑ Order# - MLA	❑ Order# in SAP	Approval ______________
	❑ Wage reasonable	❑ $/Hr in SAP	
Initial/Date Sent ______________	❑ Dates reviewed	❑ St/End in SAP	Date ______________

Rev 28Sep2016

NOVA SCOTIA
NOUVELLE-ÉCOSSE

2017 Nova Scotia Personal Tax Credits Return

Protected B when completed
TD1NS

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Nova Scotia and every pensioner residing in Nova Scotia can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2.	**8,481**
2. Age amount – If you will be 65 or older on December 31, 2017, and your net income from all sources will be $30,828 or less, enter $4,141. If your net income for the year will be between $30,828 and $58,435 and you want to calculate a partial claim, get Form TD1NS-WS, *Worksheet for the 2017 Nova Scotia Personal Tax Credits Return*, and fill in the appropriate section.	
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $1,173, or your estimated annual pension income, whichever is less.	
4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $200 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $60 for each month that you will be enrolled part time.	
5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $7,341.	
6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and his or her net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be $848 or less, enter $8,481. If his or her net income for the year will be between $848 and $9,329 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $13,677 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $4,898. If the dependant's net income for the year will be between $13,677 and $18,575 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $5,683 or less, enter $2,798. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between $5,683 and $8,481 and you want to calculate a partial claim, get Form TD1NS-WS and fill in the appropriate section.	
10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.	
11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.	
12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.	

TD1NS E (17) (Vous pouvez obtenir ce formulaire en français à arc.gc.ca/formulaires ou en composant le **1-800-959-7775.**) Page 1 of 2

Canada

Filling out Form TD1NS

Fill out this form **only** if you are an employee working in Nova Scotia or a pensioner residing in Nova Scotia and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NS, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NS for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NS, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to cra.gc.ca/forms or call **1-800-959-5525**.

Personal information is collected under the *Income Tax Act* and to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________________ Date ____________________

It is a serious offence to make a false return.

Canada Revenue Agency / Agence du revenu du Canada

2017 Personal Tax Credits Return

Protected B when completed

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

NEW – The sections "Canada caregiver amount for spouse or common-law partner or eligible dependant" and "Canada caregiver amount for dependant(s) age 18 or older" include changes proposed in the 2017 federal budget and replace the previous sections "Caregiver amount" and "Amount for infirm dependants age 18 or older." For more information, go to **cra-arc.gc.ca/gncy/bdgt/2017/menu-eng.html**.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number

Address, including postal code	**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.	**11,635**
2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim $2,150 for each infirm child born in 2000 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.	
3. Age amount – If you will be 65 or older on December 31, 2017, and your net income for the year from all sources will be $36,430 or less, enter $7,225. If your net income for the year will be between $36,430 and $84,597 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2017 Personal Tax Credits Return*, and fill in the appropriate section.	
4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $2,000 or your estimated annual pension income, whichever is less.	
5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than $100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $8,113.	
7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm**), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm**, go to line 9.	
8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than $11,635 ($13,785 if he or she is **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be $11,635 or more ($13,785 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,046 or less **and** he or she is **infirm and is age 18 or older**, go to line 9.	
9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be $23,046 or less, get Form TD1-WS and fill in the appropriate section.	
10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under $13,785**) whose net income for the year will be $16,163 or less, enter $6,883. If his or her net income for the year will be between $16,163 and $23,046 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.	
11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.	
12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition amount** on his or her income tax return, enter the unused amount.	
13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.	

TD1 E (04/2017) (Ce formulaire est disponible en français.) Page 1 of 2 Canada

Filling out Form TD1

Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2017?

☐ Yes (Fill out the previous page.)

☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than $11,635, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is $11,635), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2017, you may be able to claim the child amount on Form TD1SK, *2017 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2017, you can claim:

- $11.00 for each day that you live in the prescribed northern zone; or
- $22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

$ ____________

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.
For more information, go to **cra.gc.ca/northernresidents**.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

$ ____________

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html**, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature ______________________________ Date ____________

It is a serious offence to make a false return. YYYY/MM/DD

Province of Nova Scotia
Department of Finance

Payroll Services Division
P.O. Box 187, Halifax, Nova Scotia B3J 2N3

Payroll
Direct Deposit Enrollment Form

Note: All information will be treated as private and confidential.

Instructions: Please have your bank complete and verify the information requested in the banking section before returning this form to your Personnel Office.

The Payroll Services Division of the Department of Finance must be immediately advised in writing of any change in your home address, bank, branch, or account number. Failure to advise us of these changes will result in incorrect transfer payments. (Please forward this information to your Personnel Office.)

Employee Authorization Section: I hereby authorize the Payroll Services Division of the Department of Finance to use the Direct Deposit System in respect of my bi-weekly salary cheque

Employee Signature ______________________ Date ________

Employee Personnel Information:

To be completed by the Department

Employee=s Name (Surname, Given Name, Initials)	
Employee Org.	Identification Number
Department - Division - Sub Code	
Employee=s Social Insurance Number	

Banking Section:

To be completed by the bank.

Bank Financial Institution Branch	
Branch Address	
Province	Postal Code
Account Holder=s Name	

Direct Payment Routing Number

Branch No Inst No

Authorised Branch Signature ______________________ Date ________

NOVA SCOTIA
Finance

Hourly Paid/Overtime Time Sheet

Legislative Services

Employee Name	Employee ID	Department	Pay Period Ending (DD/MM/YYYY)
		Legislative Services	

Submit to Payroll Client Relations no later than the Tuesday following Pay Day.

Week #1 Dates (DD/MM/YYYY) From: To:

Attendance Type	Comp Type	Account/Order/Project #	Rate/Class	Time Started	Time Ended	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Reason for OT	Total Hours
														0
														0
														0
														0
														0
														0
														0

Week #2 Dates (DD/MM/YYYY) From: To:

Attendance Type	Comp Type	Account/Order/Project #	Rate Class	Time Started	Time Ended	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Reason for OT	Total Hours
														0
														0
														0
														0
														0
														0
														0

Attendance Type

Regular Hours	0800	Stat Paid Worked	0810
Overtime	0801	Stat Paid Unscheduled	0811
		Stat Paid Not Worked	0812

Employee's Signature	Date (DD/MM/YYYY)	Supervisor's Name (please print)	Supervisor's Signature	Date (DD/MM/YYYY)	Keyed By (please print name)	Signature	Date (DD/MM/YYYY)

7.0 Tips for Managing an Effective and Efficient Constituency Office

This list was gathered from several Members willing to share some of their more successful tips in managing their offices and from suggestions and memos sent to MLAs from the Director advising of programs and services.

If you have any of your own ideas please send them to the Director of Administration at *Deborah.Lusby@novascotia.ca* so they can be added to the list over time.

Topics in this section are organized in alphabetical order as follows.

7.0.1 Banking:

- Set up a separate bank account in MLA's name for your constituency office, separate from your personal bank accounts. Use this bank account to manage your payments to vendors and to deposit your MLA reimbursements. You can supervise your CA to manage payments and receipts on behalf of your constituency office, as long as you are comfortable with it, and it is managed carefully by yourself.
- Use online banking as much as possible to pay vendors (payment receipts immediately available) and to print bank statements to provide as proof of payment.
- Where possible use debit and credit to make payments rather than cheques. You can obtain proof of payment online usually within a day or two of making these payments, which assists in making timely claims.

7.0.2 Communications:

- Considering the rising costs of print and postage, as well as the focus on reducing costs, e-newsletters are a viable option to be considered. Once the Member collects their constituent contact information, there are many social networking options to consider.
- Copies of communications must be attached to the invoice when claimed.
- See MLA Advertising and Communication Guidelines prior to committing to a communication message, available on the Members Only Site and in the manual.

7.0.3 Constituency Cases

- When a member takes on a case and may have to advocate on behalf of the constituent, the constituent should be asked to sign a waiver permitting the Member or the Office to speak on their behalf. This is critical as it often helps to sift out the more serious enquires and Departments or Offices won't speak to you about a specific case unless a Member has this waiver.

House of Assembly
Nova Scotia

Authorization and Consent for Disclosure of Personal Information to Members of the Legislative Assembly

This form authorizes the release of my personal information to the Member of the Legislative Assembly and his/her staff.

MLA's Name ___________________________________

I consent to the disclosure of personal information about me, with respect to the following matter(s):

- ❑ Community Services
- ❑ Health and Wellness
- ❑ Maintenance Enforcement Office
- ❑ Other Department ___________________________
- ❑ Worker's Compensation Board
- ❑ Education & Early Childhood Development
- ❑ Service Nova Scotia & Municipal Relations
- ❑ Other (i.e. NS Power) ____________________________

I also consent to the MLA and his/her staff using my personal information until the matter is resolved or until I revoke this consent.

Notice: Your personal information, whether in paper or electronic form, will only be used for the purpose of resolving the problem you identified. The information will be securely retained in my Constituency Office, and will only be accessed and used by authorized staff. The records will be securely destroyed according to the rules affecting constituency files.

Client Name and Contact Information

____
Last Name, First Name

____
Street Address

____
City, Province/Postal Code

____
Home Phone Number

____
Alternative Phone Number - Work/Cell

____
Print Client Name

____
Title (if applicable)

____
Email (optional)

____
Signature

____
Date

Rev 19Aug2014

7.0.4 Direct Payment to Vendors for MLA Expenses

In an attempt to ease the financial burden on MLAs and with the hope of minimizing late fee charges, the Speaker's Administration Office has developed a process to pay certain MLA expenses direct to the common vendors. Sample vendors include:

Bell Aliant	Rogers	Eastlink	Telus
NS Power	Other utilities	Saltwire Network	Chronicle Herald

The majority of these are also the vendors that tend to charge late fees if their bill is not paid on time.

Process:

1. The MLA receives the bill at their office or rental accommodation address. This is important for audit purposes to have the location of service noted as either the constituency office or their leased premise in Halifax.
2. MLA approves the invoice with a) MLA signature and b) date and sends it to the Speaker's Administration Office for payment.
3. Do NOT record these items on an MLA expense claim for reimbursement.
4. The expenses paid directly by the Speaker's Administration will be listed by vendor on the MLAs detailed expense reports, just like the other expenses submitted on a claim.

The key to this process being successful in avoiding late fees is for MLAs to review and approve these invoices promptly upon receipt and to then forward them to the Speaker's Administration Office. We date stamp all mail as it is received in our office. If a late fee is charged due to a delay in the invoice being sent to our office, the MLA is still responsible for the late fee and it is not reimbursable. We require the invoice at least 10 business days in advance of the due date.

7.0.5 Direct Purchasing from Government Resources:

Members can take advantage of **government services and resources and have the cost of these services direct billed to your constituency account as an "internal purchase"**. These services include Postal Services, House of Assembly Operations, Legislative TV for AV and CDs, and the Information, Communications and Technology Services department (ICTS) for Blackberries, ipads, computers and telecommunication devices. An "internal" purchase means an internal journal is prepared to record the transaction and no outlay of cash is required from the Members. The servicing department requires the Member's "order number" (each Member has a unique order number) which would be charged directly for the service or product. See list at the end of this section for your unique order number.

It is important to realize that the cost of the product or service must meet eligibility requirements as outlined in the Regulations and must be within the monthly constituency allowance or budget permitted by the Regulations.

Here is the accounting information you need to know for internal charges:
Business Area – 7577
Cost Centre – 300051
Order Number (see list at the end of this section for your unique order # for Constituency Expenses)
GL Number – usually is provided by servicing department

7.0.5a House of Assembly Operations

Members have always been able to order certificate paper and cards and other items from Province House Operations. This service will continue except now we can charge your unique order number (see attached list) for items eligible for reimbursement and the total cost will be deducted from your constituency allowance. Please note that items not eligible for reimbursement must still be paid by personal cheque.

The Province House catalogue's website is accessed via the Members' Site at:
http://nslegislature.ca/index.php/login

7.0.5b Legislative TV

In order to make the process easier for MLAs who order AV, video or DVD products from Legislative TV, we will assist you in making the payment by charging your constituency account directly.

Leg TV will provide you with an Acknowledgement Form (see following this section) that you are required to sign prior to commencing any duplication requests. This form will also include a statement that "THE CHARGE WILL BE ALLOCATED TO YOUR MLA CONSTITUENCY ALLOWANCE BY THE SPEAKER'S OFFICE – ADMINISTRATION". Your signature on the Acknowledgement Form will indicate that you approve of both - the Disclaimer and the charge.

NS House of Assembly
Province House
1726 Hollis Street
Halifax, NS B3J 2Y3

ACKNOWLEDGEMENT

The Speaker of the Nova Scotia House of Assembly grants permission to record the televised proceedings of the Legislature for use in schools and for other purposes such as private study, research, review or newspaper summary.

Television and radio broadcasters may make use of recorded excerpts of the televised proceedings in their news or public affairs programs for the purpose of fair and accurate reports of proceedings.

Program material may not be used for political party advertising, election campaigns or any other politically partisan activity.

Program material may not be edited for use in promotional material by any political party or other organization and may not be used in any edited form that could mislead or misinform an audience or viewer, or which does not present a balanced portrayal of the proceedings in the House.

Program material may not be used in court, or before a tribunal or other body, for the purpose of questioning, commenting upon or making judgment upon the proceedings in the House.

Video program material may only be used with its original audio component and no other audio material may be added to video material used.

Any other commercial use or rebroadcast of these proceedings requires the express written approval of the Speaker.

I, ____, Member of the Nova Scotia House of Assembly, do hereby acknowledge that I will not use, nor allow to be used, the video and audio material provided by Legislative Television at my request in any manner contrary to the terms set out above, including use:

1. in any edited form, which has the tendency to mislead or misinform an audience or viewer;
2. for greater certainty, in any manner that separates the video and audio elements, unless audio alone is requested, or which adds music or other sounds;
3. in election campaigns, promotional videos or any other politically partisan activity.

1

PLEASE NOTE:

A FEE OF $5.00 WILL BE CHARGED FOR EACH AUDIO/VIDEO CLIP OR SEGMENT REQUESTED AND THE TOTAL AMOUNT WILL BE ALLOCATED TO YOUR MLA CONSTITUENCY ALLOWANCE BY THE SPEAKERS OFFICE – ADMINISTRATION.

I understand that use of the program material in any unauthorized manner may result in the loss of permission to request any program material in the future. I understand that I am personally responsible for the fee or charge normally made for the following material:

Date of Event:____

Approximate Time:____

Topic:____

____

____

(If more than one request, please attach list.)

For **Audio CD** ☐ **Video DVD** ☐

DATED this ______ day of ____________________________, 20____

This Acknowledgement is signed by me in my own right and as

Member____

Legislative Television Broadcast & Recording Services

Tel. (902) 424-6420 Fax (902) 424-0604 Email: LTV@gov.ns.ca

Member Rev. November 5, 2012

2

7.05c Mobile Wireless and Computing Devices

You can acquire your mobile wireless device (e.g. BlackBerry) through the Information Communication and Technology Services (ICTS) department and have it direct billed to your constituency expenses. Besides the bonus of direct billing, you don't have to sign a long term contract, and it also allows you to access your government email account in a secure environment. Simply contact the Director of Administration for the Office of the Speaker Deborah.Lusby@novascotia.ca to place your order. **Note: The mobile device acquired becomes the property of the Province of Nova Scotia and cannot be purchased for personal use or bought back when you are no longer a MLA.**

If you want to take advantage of government pricing for computing devices and have the cost direct billed to your constituency expenses, please contact the Director of Administration who will manage the coordination on your behalf. **Note: ICT Services will facilitate the purchase of the computing device but will not provide technical support. Also the device acquired becomes the property of the Province of Nova Scotia and cannot be acquired for personal use.**

7.05d Provincial Postal Services

If convenient for your constituency office, there are many benefits of using the provincial division of Postal Services for your mail-outs and many other postal services. Some MLAs have already taken advantage of these services and have benefited from the cost savings and convenience. Another option, if the Halifax location of Postal Services is not convenient for your area, you can contact Stephen Bredy, (Ph: 902-424-4469, E-mail: *Stephen.Bredy@novascotia.ca*) and access a government customer number to and obtain the government rates from your location.

Postal Services are a division of the Internal Services and are located at 6176 Young Street, Halifax, Nova Scotia.

Here is a list of some of their Specialized Services:

Provincial Metered Mail Service

Postal Services will place a low volume postage meter (DM125 with a 1kg (2.2 lbs) scale and moistener) in your constituency office.

- This saves the trouble of running out of stamps, trips to the post office, and licking all those envelopes :-).
- There are no quotas or minimum volume.
- The meter is rented at $11.50 a month and will be charged annually ($138) direct to your Constituency order number via Postal Services and the Speaker's Office.

- The maximum download of postage per single meter refill is $200.00. This can last you a month or 6 months, depending how much mail you distribute from your office. It is very easy to reload via Postal Services and the cost is charged directly to your constituency allowance as well.
- Postal Services already has over 260 units within the province and have been meeting the Members requirements for the past few years.

Next Business Day Mail with Signature Service

If your item to be mailed is greater than 1kg or 2.2 lbs, Postal Services recommends you use the government contract with Express Post Priority Courier which ensures next business day delivery and I am told at the best rates in the country.

- Canada Post - Priority Courier (Maritime Provinces)

Delivered by noon on the next business day. Up to and including 1kg - $4.65 per shipment

- Canada Post - Xpresspost (Maritime Provinces)

Delivered by end of business day, on the next business day. Up to and including 1kg - $4.06 per shipment

You need to sign up to access this agreement and pricing. Members should contact Stephen Bredy, at 902-424-4469 or *Stephen.Bredy@novascotia.ca.*

Neighourhood Mail

This consists of printed matter and product samples that are not addressed to a specific delivery address in Canada. Items must be unaddressed or bear the words to householder, occupant, resident or box holder. Users can select houses, apartments, businesses, single postal routes or any combination of the above. A recent unaddressed mailing done by an MLA through Postal Services saved them 34%. Canada Post cost $1120; savings by using Postal Services $380; cost to MLA $730. Using Postal Services is the smart thing to do!

Bulk Mail

The COM Room (mechanized mail service) can assist you in the processing of your bulk mail. Bulk mail consists of identical items sent to more than one address. There is a volume trigger point where it makes good business sense to use our COM room for bulk mail.

Addressed Admail

To qualify for Addressed Admail, your mailing must meet the following requirements:

- Be promotional in nature.
- Contain a uniform message.
- Include a minimum of 1,000 pieces to Canadian addresses.
- Meet address accuracy requirements (when mailing over 5000 pieces)
- Be prepared and or presorted in a specific way.

Folding

Machines can fold 8,000 items per hour ranging in size from 3x4 inches to 11x17 inches.

High Volume Production Mail Inserters

Their machines can insert over 5,000 enclosures into envelopes per hour. Up to five different items can be inserted into a single envelope. Please contact the Postal Service Branch to ensure your requirements meet their equipment's specifications for inserting.

If you want more info or to sign up for the postage meter or any of these postal services please call or email Stephen Bredy, Coordinator, Postal Services: Ph 902-424-4469, Fax 902-424-0516, E-mail *Stephen.Bredy@novascotia.ca*.

7.05e Protocol

If an MLA wants to order additional pins and flags they may order them from the Protocol Office through their caucus office. For these items, the Speaker's Office will charge the MLA's order number directly by journal entry.

The Protocol Office also has gift items and they encourage MLAs to visit their office to browse the unique items by local artisans. Gift items are not eligible MLA expenses and are not eligible for reimbursement. You must pay with a personal cheques at the time of purchase. The Protocol Office and showroom is at One Government Place, Barrington Level. If you have any questions connect with Glennie Langille at 902-424-4194.

7.05f Member Order Numbers - sorted by Constituency

Business Area 7577 Cost Centre 300051

Description	Constituency Expense Order #	Description	Constituency Expense Order #
Annapolis	73001000	Halifax Citadel-Sable Island	73001104
Antigonish	73001004	Halifax Needham	73001108
Argyle-Barrington	73001008	Hammonds Plains-Lucasville	73001112
Bedford	73001012	Hants East	73001116
Cape Breton Centre	73001016	Hants West	73001120
Cape Breton-Richmond	73001020	Inverness	73001124
Chester-St. Margaret's	73001024	Kings North	73001128
Clare-Digby	73001028	Kings South	73001132
Clayton Park West	73001032	Kings West	73001136
Colchester-Musquodoboit Valley	73001036	Lunenburg	73001140
Colchester North	73001040	Lunenburg West	73001144
Cole Harbour-Eastern Passage	73001044	Northside-Westmount	73001148
Cole Harbour-Portland Valley	73001048	Pictou Centre	73001152
Cumberland North	73001052	Pictou East	73001156
Cumberland South	73001056	Pictou West	73001160
Dartmouth East	73001060	Queens-Shelburne	73001164
Dartmouth North	73001064	Sackville – Beaver Bank	73001168
Preston - Dartmouth	73001068	Sackville-Cobequid	73001172
Dartmouth South	73001072	Sydney - Whitney Pier	73001176
Guysborough-Eastern Shore-Tracadie	73001076	Sydney River-Mira-Louisbourg	73001180
Eastern Shore	73001080	Timberlea-Prospect	73001184
Fairview-Clayton Park	73001084	Truro-Bible Hill-Millbrook-Salmon River	73001188
Glace Bay	73001088	Victoria-The Lakes	73001192
Halifax Armdale	73001092	Waverley-Fall River - Beaverbank	73001196
Halifax Atlantic	73001096	Yarmouth	73001200
Halifax Chebucto	73001100		

7.0.6 Expense Management:

- There are many ways an office can be set up to keep track of their expenses.
- It can be as simple as using an accordion folder labeled by month where you file your receipts until you prepare your expense claim.
- A step further is to use an Excel spreadsheet to keep track of your monthly expenses.
- There are many reasons you would want to have a reference for the expenses you claim, without having to pull out copies of your actual expense claims. Often Members aren't sure if they submitted a receipt or not, often suppliers send invoices twice instead of statements, some suppliers don't number their invoices, etc.

- Here is a sample Excel spreadsheet that you could easily create in your office or you can request the template from the Director of Administration at *Deborah.Lusby@novascotia.ca* .

Constituency Expenses - Sample Worksheet

Month of Claim	Invoice - Vendor & Number	Description	Allowance	Orig. Invoice?	Proof of Payment?	Expense excl HST	Expense incl HST	Variance per Month	Cumulative Balance
April	n/a	Allowance	$ 4,282.00						
April	Killam - abcd	Rent		√	√	$ 870.00	$ 1,000.50		
April	NS Power - xxuutt	Utilities		√	√	$ 140.00	$ 161.00		
April	Mobility - ddffll	Cell Phone		√	√	$ 88.00	$ 101.20		
April	Newspaper - ddeeqqq	Advertising		√	√	$ 360.00	$ 414.00		
April	Newspaper 2 - jtjejwj	Advertising		√	√	$ 240.00	$ 276.00		
April	Rulers Store - fppprrrtt	Off Supplies		√	√	$ 220.00	$ 253.00		
April	April claim submitted May 2, 2013					$ 1,918.00	$ 2,205.70	$ 2,280.00	$ 2,280.00
May	n/a	Allowance	$ 4,282.00						
May	Killam - efgh	Rent		√	√	$ 870.00	$ 1,000.50		
May	NS Power - xxxyyy	Utilities		√	√	$ 140.00	$ 161.00		
May	Mobility - ddwwww	Cell Phone		√	√	$ 188.00	$ 216.50		
May	ABC Printing - 777999	Newsletter/Commun		√	√	$ 450.00	$ 517.20		
May	ABC Printing - 555666	Busi Cards/Commun		√	√	$ 220.00	$ 253.00		
May	Joe's Snow removal - Jan 2011	Property Maint		√	√	$ 260.00	$ 299.00		
May	May claim to be submitted Jun 3, 2013					$ 2,128.00	$ 2.447.20	$ 2,070.00	$ 4,518.00
June	n/a	Allowance	4,282.00						
June	Killam - ijkl	Rent		√	√	$ 870.00	$ 1,000.50		
June	NS Power - wwww	Utilities		√	√	$ 160.00	$ 184.00		
June	Mobility - dddd	Cell Phone		√	√	$ 188.00	$ 216.20		
June	YMCA - Anytown, 333777	Membership		√	√	$ 425.00	$ 488.75		
June	ABC Printing - 222444	Flyers/Commun		√	√	$ 580.00	$ 667.00		
June	XYZ Furniture - 44555	Desk		√	√	$ 1,100.00	$ 1,265.00		
June	Rulers Store - sssss	Off Supplies		√	√	$ 198.00	$ 227.70		
June	June claim to be submitted Jul 10, 2013					$ 3,521.00	$ 4,049.15	$ 677.00	$ 5,279.00
Month of Claim	Invoice - Vendor & Number	Description	Allowance	Orig. Invoice?	Proof of Payment?	Expense excl HST	Expense incl HST	Variance per Month	Cumulative Balance
July	n/a	Allowance	$ 4,282.00						
July						$ -	$ -		
July						$ -	$ -		
July						$ -	$ -		
July						$ -	$ -		
July						$ -	$ -		
July						$ -	$ -		
July	July claim to be submitted Aug , 2013					$ -	$ -	$ 4,282.00	$ 4,282.00
ETC									

7.0.7 Recurring Payments for Apartment and Office Leases

The Speaker's Office manages the **direct payments to landlords for office lease and rental accommodation**. This will ease the financial burden on Members as they will not have to pay first and then submit expense claim forms for reimbursement.

The authorization form to set up a recurring payment is on the Members Only Site under Forms. We require the Member to complete this prior to setting up the automatic payment. We also require an electronic funds transfer form to be completed by your landlord to allow us to direct deposit the payment to their bank account. Please ask them to return the completed and signed form along with a VOID Cheque to the Property and Personnel Administrator at the Office of the Speaker. It is important you notify the Speaker's Office of any changes, renewals, etc., as soon as you receive them from your landlord.

7.0.8 Surplus Furniture and Equipment:

We suggest Members take a tour through one of the NS government Surplus Warehouses to see what furniture and equipment may be available to outfit your constituency offices or apartments. There are warehouses in Sydney (Eric MacRae 902-563-2019) and in Dartmouth (Jim Howell 902-424-4949) and the contents continually change from day to day. The items are free but delivery charges do apply. Please call to set up an appointment to visit.

7.0.9 Year End Timelines re MLA Claims

March 31st is the fiscal year end and there are important deadlines MLAs need to be aware of.

A reminder that per subsection 7(3) "...**a claim for payment or reimbursement may not be made more than six months after the date on which the expenditure was made**". This means that if an invoice is dated earlier than six months from today's date or it is 90 days after year end, it is too late to submit for reimbursement.

It is very important MLAs stay up to date in their **monthly** claim submissions: for the consistent public reporting of expenses, to allow a smooth flow of claims through our office rather than a large bundle arriving all at once, and to ensure you do not exceed the 6 month time line and get reimbursed in a timely fashion for all eligible expenses you incur.

Usually, **all of your expenses MUST BE SUBMITTED FOR THE MARCH 31 YEAR END by mid April**. This would be for all expenses incurred for the current ending fiscal year. Please plan accordingly to ensure you are invoiced and have proof of payment in time to prepare your claims and get them into our office. Since cheque clearing may not be possible by this date, may I suggest you pay by other methods (debit, or credit card, or money order).

If you are unable to submit an expense before the year end of March 31, the latest you can submit expenses related to the current ending fiscal year is 90 days after year end (per subsection 7(1)) as long as you have room in your prior year allowance).

8.0 TIPS TO ENSURE YOUR CLAIM IS COMPLETE

When all detail is entered on the claim form and printed:

- Go through the claim to:
  - check to ensure you have an invoice and proof of payment and that they are attached in the order listed on the claim.
  - check to ensure all attachments are there (ad, and copy of communication, sample of printed item)
  - if you purchased an asset, ensure it is tagged and an Asset Addition form is attached, signed and dated by the MLA
  - if your invoice does not clearly state what was purchased, record on the back of the invoice the items bought
- Check to ensure the MLA has signed and dated every page.